



LAPTOP KIOSK

**LAPTOPS FOR THE STUDENT POPULACE OF
KINGSBOROUGH COMMUNITY COLLEGE**

LAPTOP KIOSK

- Kingsborough Community College is pleased to announce the latest service for its students: the Laptop Kiosk located on the MAC first floor.
- Students who do not have access to a computer (personal or cannot get to the open lab) can rent a laptop for school use. All that is required is a valid school ID and your student email password to rent a laptop.
- The rental period is for three hours. All laptops have Microsoft Office installed and can connect to the internet.
- Please follow the steps to checkout a laptop.



LAPTOP KIOSK

- Before you checkout a laptop, please take a moment to familiarize yourself with the Terms, FAQ and How to Return features of the kiosk.
- Once you have done this, let's begin...

Laptop Checkout Kiosk

IMPORTANT: This agreement is effective from the date of receipt of the Laptop/Equipment. By accepting this agreement, you are agreeing to the terms and conditions of this full agreement. Please read all of the pages carefully and please feel free to ask us about anything you do not understand.

1. **AGREEMENT.** This Agreement applies to the laptop, which includes all equipment, including software, accessories, additional software, and/or peripherals.
2. **IDENTIFICATION.** Upon borrowing the laptop/equipment, student MUST scan a valid Kingsborough Community College Identification card in the kiosk. No second party pick up will be allowed. **No exceptions** can be made to this guideline.
3. **LOAN LENGTH.** The Laptop may be borrowed for up to three hours. No exceptions can be made to this guideline.
4. **EQUIPMENT LOCATION** Equipment will be located on Campus during loan period.
5. **SOFTWARE.** The laptop will be provided with software owned and licensed by the College. All laptops are equipped with Microsoft Windows 10, Office 2016, Internet browsers⁷ and Symantec Anti-Virus. The borrower will not be permitted to install non-college licensed software on the laptop.
6. **UPON RETURN.** Each laptop will be re-formatted. This means that the hard-drive will be wiped clean and a new Operating System and Application Software will be reinstalled. The Department of Information Technology Services and The College will **not** be responsible for any data that is left on the laptop following return.
7. **RESPONSIBILITY.** The borrower assumes full responsibility for the care of the loaned laptop/equipment. It is expressly understood that the laptop/equipment will be returned to the ITS Department in the same condition it was in when initially lent out.
8. **TECHNICAL ISSUE.** Should a technical issue arise with the laptop computer, the borrower may call the ITS Help Desk ext 5645 or 5353 or return the unit and a replacement system will be made available for the balance of the loan period, based upon availability.
9. **GENERAL.**
 - a) We are entitled to insist that all deadlines in this agreement be strictly met

Cancel



Laptop Checkout Kiosk

How can I borrow a kiosk laptop?

Follow the on-screen instructions, which will include reading and accepting the Kiosk Laptop Terms of Use. You must also have a valid Kingsborough Community College student ID.

How long can I borrow a kiosk laptop?

The kiosk laptop is due in 3 hours. Last checkout is at 7:30pm

Do I have to sign a Kiosk Laptop Use form?

Yes, please read terms of use on the screen. Your agreement is required to proceed.

Where can the laptops be used?

The kiosk laptops are for CAMPUS use only and should not be left unattended.

Is there a receipt for borrowing?

Once the kiosk laptop ejects from the slot, a receipt will automatically be sent to your email.

What happens if I lose or damage the laptop?

You are responsible for any damage, up to the replacement cost.

What do I do if the laptop is not functioning properly when I first borrow it?

Please notify the Account or Information Desk of any hardware and software problems. If the device freezes, you can restart the laptop.

Why are some of the kiosk laptops not able to be borrowed?

A kiosk laptop cannot be borrowed while it is in charging mode or if one was reported damaged. Charging laptops will show up as yellow on the kiosk screen. Damaged laptops will show up as yellow with a wrench icon. Damaged laptops will be repaired and replaced as soon as possible.

Why can't I borrow a laptop someone else just returned?

The kiosk performs functions such as wiping the device and recharging the battery. During that time the kiosk laptop cannot be borrowed.

Can I store data on the drive temporarily?

Yes, however we recommend that you use an external storage device and save your work that way. If the kiosk laptop reboots anytime during the allotted borrowing time all data will

Cancel



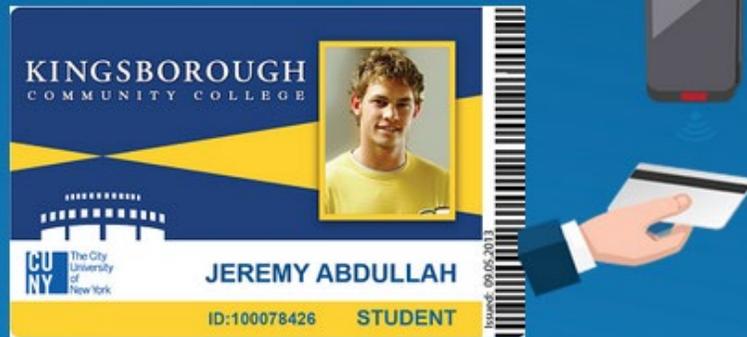
LAPTOP KIOSK

- To checkout a laptop, follow these steps:
 - Hold your student ID underneath the red light, barcode up. Once it beeps, an on-screen keyboard will appear.
 - Type out your student email password and press the Enter button.
 - Once the system authenticates your credentials, the kiosk will unlock a laptop. Remove it from the bay and you can begin using it.
 - REMEMBER, you only have **THREE HOURS** to use and return the laptop to the kiosk.

Laptop Checkout Kiosk

Scan your card please

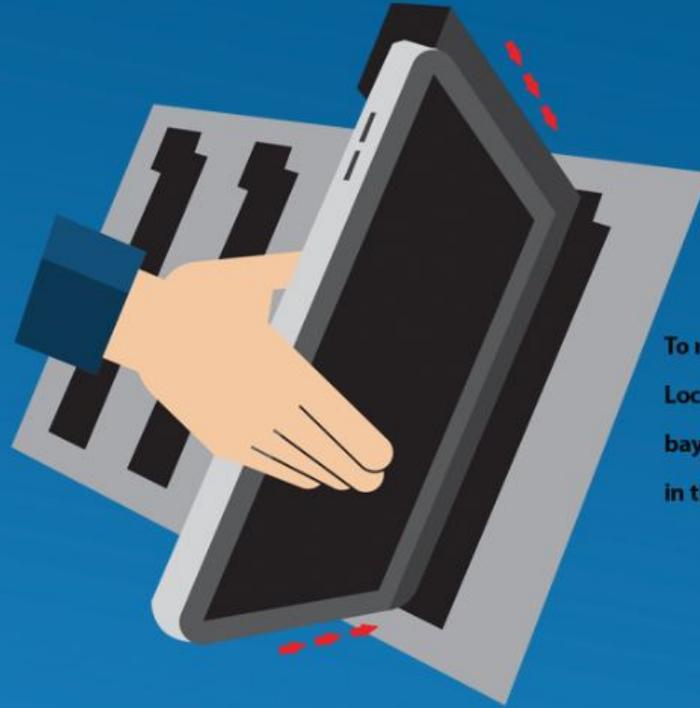
Cancel



LAPTOP KIOSK

- To return the laptop, simply locate an empty bay and slide it in until it locks back into place. The kiosk will verify its return and provide an on-screen receipt. The laptop will need to recharge before it used again.

Laptop Checkout Kiosk



To return a device:
Locate an empty
bay and place it
in the bay until it locks.

Go Back



LAPTOP KIOSK

- If you return the laptop early, the system will prompt you for the following options:
 - No Problem
 - Will Not Start
 - Blank Screen
 - Broken or Cracked Screen
 - Keyboard or mouse not working
 - Not sure, will not work
 - Prior user's data not cleared

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- Please be advised that you are allowed to checkout a laptop for three hours.
- Laptops must be returned in the same condition in which they were checked out.
- Non-return or late return of loaned device will result in reporting the matter to Student Life and Public Safety, which will result in subsequent punitive action by the respective department.

KINGSBOROUGH
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— ★ DREAMS BEGIN HERE ★ —

OFFICE OF
INFORMATION TECHNOLOGY
SERVICES