

Cleveland State University **Office of Disability Services Equipment Use and Liability policy**

Program Summary: The Office of Disability Services equipment loan program provides digital book readers, personal FM systems, and other assistive technology equipment for free loan to CSU students. The program is partially funded by Technical Fees included in tuition, and is administered by the Office of Disability Services at Cleveland State University. Loaned equipment may be checked out by a student registered with the Office of Disability Services in person, but not by a third party and not checked out by telephone. To insure proper maintenance and care of the equipment, the Disability Services Staff and borrower will review and sign a checklist when issuing and returning the device. The device is not considered to be returned until this review is completed.

Eligibility: Devices can only be borrowed by active Cleveland State University students in good standing, who are registered with the Office of Disability Services, have signed a copy of this registration (Use and Liability) form and provided photo copies of their CSU ID card, a second government ID card (preferably including photograph), and a local address and telephone number at which they can be reached if necessary. This registration process must be completed once each calendar year. The student must present his or her own valid CSU I.D card at the issuance of every loan. Class enrollment and financial standing with the University are subject to verification prior to every loan.

Liability: The person who checks out the device is responsible for its safe return. A liability agreement must be filled out for every loan and signed by the student. Signing this form agrees to the following conditions:

- I accept full responsibility for the digital book readers, personal FM systems, or other assistive technology and accessories I am borrowing.
- I will reimburse Cleveland State University for the cost of repairing or replacing this device and/or accessories if they are damaged, lost, or stolen while checked out in my name. I understand that the replacement or repair cost will be as outlined in this registration form.
- I will pay an overdue fine if I fail to return this device and all accessories to the Office of Disability Services or other designated location by the time they are due.
- I understand that I have been given consent and am authorized by the University to use this device only until the date and time due as indicated on the Office of Disability Services equipment loan agreement. Any possession or use of this device by me after that time has expired is beyond the scope of this agreement and may result in a criminal felony in the fifth degree conviction under Section 2913.04 of the Ohio Revised Code.
- I do hereby verify that I have read and understand the Use and Liability Policy as it pertains to the loan of Cleveland State University equipment, and I agree to abide by this policy.

Time Limits and Availability policies: digital book readers, personal FM systems, and other assistive technology equipment may be checked out from Disability Services until closing. Loans will be for the duration of a semester due back by the Friday after the last scheduled finals day unless otherwise specified in the loan agreement. In the unexpected event that the Office of Disability Services is forced to close before the scheduled due time for a borrowed device, the student accepts responsibility to retain it under reasonable care until able to return it to the Office of Disability Services after it has reopened, or to return it to another designated location. No late charges will be assessed in this situation. Devices are available on a first come, first serve basis. Students are limited to one loan at a time. Borrowing additional devices for other students is prohibited. Equipment may not be reserved ahead of time. Open hours are posted.

Limitations on use: Other than USB "thumb-drive" storage devices, students may not attach their own hardware (printers, other data storage devices, etc.) to the equipment. Students are not permitted to modify hardware or change the physical configuration in any way. Students are not to

download or install plug-ins, drivers, or their own software, nor change any system settings. Cleveland State University bears no liability for any damage to personally owned equipment, including storage devices, nor loss of data, nor academic consequences that may occur while, or as a possible result of, using this equipment.

Late Fee Guidelines

Students returning digital book readers, personal FM systems, and/or other assistive technology equipment after the scheduled return time are subject to fines of \$50 per day, accumulating during all days Disability Services Office is regularly open.

"First Offense" fines accumulate to a maximum of \$50, provided the student who borrowed the device returns it in good condition within one (1) week after the day it is due.

"Repeat Offense" fines accumulate to a maximum of \$200, provided the student who borrowed the device returns it in good condition within one (1) week.

Any device or equipment not returned within one (1) week may be reported to campus and/or civil law enforcement authorities for appropriate action.

Replacement cost of lost or stolen digital book readers, personal FM systems, and other assistive technology equipment will be the current purchase cost of the item(s) as specified by the equipments most recent purchase order plus any applicable accrued overdue fine(s).

Students will be charged for accidental damage to a device according to the following scale: If the damage is \$50.00 or less, the student will not be charged. If the damage is between \$50.00 and \$500.00, the student will be charged \$50.00. If the damage is \$500.00 or greater, the student will be charged \$100.00. The rest will be paid for with student tech fees. The full repair or replacement cost will be charged to the student in the event of intentional damage or gross negligence.

Equipment abandoned by the student and subsequently recovered by Disability Services will be deemed to have been returned at close of business for the Office of Disability Services on the day it is returned; late fees will be assessed accordingly, and repair costs for any damages will be added to the fee.

Late, repair, and replacement fees may be appealed to the Assistive Technology Specialist, Disability Services counselors, or Assistant Director for Disability Services for good cause, but fees will not be adjusted if other terms of the loan agreement are found to have been violated — for example, if the device was given to an unauthorized person, used for inappropriate activity, or has had unauthorized software / hardware modification while on loan. Decision of the appeal by the Assistive Technology Specialist, Disability Services Counselor, or Assistant Director for Disability Services is final and binding and not subject to further appeal.

I have read and understand and agree to be bound by the provisions on both sides of this Use and Liability Policy statement and verify that I am eligible to borrow assistive technology equipment under the eligibility rules contained herein.

Print Name: _____ CSU ID#: _____

Signature: _____ Date (MM/DD/YYYY): _____