

## **Laptop Use Policy School of Computing**

The School of Computing (SoC) provides you with an Apple, 13-inch MacBook Pro laptop for use during the MSD program. The expectations and rules regarding the use of this laptop are as follows:

1. Your laptop is intended for use for your MSD education. It is not intended as a replacement for any computers you may own for your personal use. Use of the laptop for personal purposes should be within the standards of good judgment and common sense, and as required through the terms and conditions of applicable software license agreements. You cannot use your laptop for any illegal activities.
2. Take care when installing confidential information on laptops. Confidential data includes data fields like SSN, address, birth date, credit card information, finance and health information, etc. If for some reason you must return the laptop to the MSD program, we cannot be responsible for maintain the security of any personal information that remains on the machine.
3. The SoC staff will provide the software support for your use of the laptop.
4. You are expected to take all reasonable precautions to keep your laptop in good condition. You are responsible for any damage to the laptop. The SoC cannot replace or repair any laptop that has been accidentally or otherwise, damaged, or lost or stolen. Please note that you are responsible, during the window of the program, for obtaining a replacement for a damaged or lost or stolen laptop. In some cases, the University's insurance can cover some of the cost of lost or stolen equipment. If your laptop is lost or stolen you must report the disappearance to the MSD director immediately.
5. The manufacturer (Apple) will cover any manufacturer defects in the laptop for up to 1 year.
6. You are expected to back up your work - especially your code files, data files, and documents - in your Box (cloud) account.
7. You will need to install software on your laptops, including development tools and libraries. The MSD instructors will make recommendations for software to install, and they will help troubleshoot problems to the best of their ability, but management of the laptop is ultimately your responsibility. You can avoid problems by minimizing the installation of software that is not directly related to coursework.
8. If you must withdraw from the MSD program for any reason before the completion of your MSD degree, you must return your laptop to the MSD program coordinator in the original box, with the charger, and cleared of all your information. Please

return as soon as possible, but ***no later than 3 days from withdrawing from the program.***

9. You can retain your laptop after you complete the MSD degree requirements, and subsequently all usage clauses outlined in this document will be assumed fulfilled.

Your signature below indicates that you have read and understood this Laptop Use Policy.

---

Print Name

---

Date