

Student IT Equipment Loan Agreement

1. General

- 1.1 This Agreement is made between Brunel University London (“**the University**”) and the student (“**You**”/“**Your**”) for the loan of a laptop and any associated equipment (“**the IT equipment**”).
- 1.2 This Agreement will prevail over any previous agreement relating to the IT equipment. No variation to this Agreement will be binding unless made in writing and agreed by both parties.
- 1.3 In order to be eligible for the loan of the IT equipment from the University, You must be a current student at the University have a valid Brunel student ID card, IT Username and password and not have any outstanding debt to the University.
- 1.4 You agree to use the IT equipment in accordance with the University’s IT policies of use and sign an IT equipment Loan Record (**Appendix 1**) when you wish to loan IT equipment.

2. Loan and Return of IT equipment

- 2.1 The IT equipment must be collected by You from the IT Support Desk.
- 2.2 The IT equipment must be returned at a location to be agreed with the University by the date specified on the IT equipment Loan Record. Should any amendment to this date be required it must be agreed in writing with the staff member named on the IT equipment Loan Record.
- 2.3 The IT equipment must be returned to the University immediately if You are suspended, excluded, or withdraw from or complete your studies at the University.
- 2.4 If You fail to return the IT equipment by the specified date, this will result in a fine being charged at a rate of £5 per day. Failure to return any overdue IT equipment within one week of the return date will result in your IT account being disabled and a ban from using the loan service in the future. The University reserves the right to take appropriate action to recover the IT equipment or to charge You for the full cost of replacing an updated version of the IT equipment.

3. Your Responsibilities

- 3.1 Upon receipt of the IT equipment, You undertake to maintain it appropriately.

- 3.2** Any software installed or files downloaded to the IT equipment must be in accordance with the appropriate software licensing and adhere to UK copyright law. You are not allowed to download any software which is not first authorised by the University.
- 3.3** Any work saved to the hard drive of any of the IT equipment by You must be deleted upon its return.
- 3.4** You are required to inform the University as soon as possible of any faults with the IT equipment. Where the fault occurs on a weekend or in the evening You must inform IT Support Desk on the next available working day, making it clear that the IT equipment is a loan item. You must not attempt to fix any hardware problems yourself as this could invalidate the warranty and leave you liable for damage/ replacement costs.
- 3.5** You must return the IT equipment to the University in the same condition as You received it in, except for reasonable wear and tear. You must return the IT equipment in person so that it can be inspected for any visible damage.
- 3.6** In the event that You do not return the IT equipment to the University, and the University as a result in accordance with Clause **2.4** charges You for the cost of the IT equipment, You agree to comply with any laws governing the disposal of electronic equipment at the expiry of the life of the IT equipment and indemnify the University for any liability it may incur as a result of your breach of this clause.

4. Damage to or Loss of the IT equipment

- 4.1** You accept full responsibility for any loss or damage to the IT equipment caused by Your negligence or improper use. "Improper Use" includes (but is not limited to), using the IT equipment otherwise than in accordance with the manufacturer's and/or the University's instructions, using the IT equipment for a purpose other than intended or allowing the equipment out of your control and custody and failing to protect it from loss or damage.
- 4.2** You undertake that You have sufficient household insurance to afford protection to the IT equipment both inside and outside of Your place of residence. In the event that the IT equipment is lost or damaged as a consequence of Your failure to comply with the above clause **4.1**. You will be required to reimburse the University for the cost of repairing or replacing the IT equipment.

5. Third Party Rights

- 5.1** It is a condition of this Agreement that You will not use or allow the IT equipment to be used in any way that will breach any third party rights, including but not limited to any rights in respect of confidential information or trade secrets, patent, copyright, design right, design registration, trade mark or any other intellectual property rights or title.
- 5.2** You will indemnify the University and ensure that the University is fully and effectively indemnified against any claims by third parties for infringement of their rights caused by Your use of the IT equipment. Furthermore You will ensure that the University is indemnified in respect of any loss or expense including legal fees which the University may incur in connection with any such claim or threatened claim by a third party.

- 5.3** If You breach any of the provisions in sub-clause **5.1** above, the University may at its discretion terminate this Agreement forthwith in which event the provisions in Clause **2** will apply.

6. Contact (Rights of Third Parties) Act 1999

- 6.1** This Agreement does not create, confer or purport to confer any benefit or right enforceable by any person not a party to it.

7. Liability

- 7.1** The University will indemnify You and keep you fully and effectively indemnified against loss or damage to any property or injury to or death of any person caused by any negligent act or omission or willful misconduct by the University, its employees, agents or sub-agents.
- 7.2** The University shall not in any event be liable for any consequential loss or loss of profits or of contract whatsoever.
- 7.3** Except in respect of injury to or death of any person, for which no limit applies, the University's liability under this Agreement or in tort in respect of each event or series of connected events shall not exceed the total value of the IT equipment.

8. Termination

- 8.1** The University may suspend or terminate this Agreement for the loan of IT equipment if You fail to make any payment when due or otherwise default in any of Your obligations under this Agreement or become bankrupt or insolvent or have a trustee in bankruptcy or liquidator or receiver or administrative receiver or administrator appointed over Your assets or if the University in good faith believes that any of these instances may occur.
- 8.2** Where the Agreement is terminated You will be required to return the IT equipment to the University forthwith and the provisions of Clause **2** will apply.

9. Data Protection

- 9.1** All information and supporting documentation supplied by You with this Agreement will be used for the sole purpose of providing the IT equipment. Your IT Loan Record and related information, will be held and maintained in accordance with the provisions of Data Protection Legislation. The data will not be passed to any other third party without your consent, except when the University is required to do so by law.

10. Waiver of Remedies

- 10.1** No forbearance, delay or indulgence by the University in enforcing the provisions of this Agreement shall prejudice or restrict its rights in any way, nor shall any waiver of the University's rights operate as a waiver of any subsequent breach nor in any way affect the validity of the whole or any part of this Agreement nor prejudice the University's rights to take subsequent action.

11. Severability

- 11.1** If any of these conditions is considered void, voidable or otherwise unenforceable by a tribunal or proceedings of competent jurisdiction then it must be severed from the Agreement in question which will otherwise remain in full force and effect.

12. Notices

- 12.1** Any notice to be given under this Agreement will be in writing and transmitted by email, facsimile, or delivered, or forwarded by first class prepaid letter to the receiving party.

13. Law and Jurisdiction

- 13.1** The construction and performance of these conditions will be governed by the laws of England and Wales. All disputes which may arise under, out of or in connection with or in relation to these conditions will be submitted to the courts of England and Wales.

APPENDIX 1

IT EQUIPMENT LOAN RECORD

DATE TO BE COLLECTED:

LOCATION TO BE COLLECTED FROM:

DATE TO BE RETURNED:

EQUIPMENT DETAILS:

ASSET No

BASE:	
ACCESSORIES: [To be amended as applicable]	<ul style="list-style-type: none">• LAPTOP CASE• USB KEYBOARD• USB MOUSE• POWER CABLES• DONGLE• MONITOR

I hereby acknowledge receipt of the equipment listed above. I have read and understood this Agreement and will comply with the terms and conditions therein.

PRINT NAME:

USERNAME:

SIGNATURE:

DATE LOANED:

[For Staff Use Only]

I hereby authorise release of the equipment listed above to the borrower.

STUDENT NAME:	
STAFF MEMBER DETAILS:	
PRINT NAME:	

SIGNATURE:	
DATE:	
DATE RETURNED:	
DATE RECORDS AMENDED:	
SIGNATURE:	
DATE:	