



# LAPTOP LOAN PROGRAM APPLICATION

Lamar State College Port Arthur, through the Laptop Loan Program, provides laptop computers free of charge to eligible students on a first-come, first-serve basis each semester. More information about the Laptop Loan Program can be viewed at <https://www.lamarpa.edu/LaptopLoan>.

To be eligible, you must be enrolled at LSCPA in credit-bearing or developmental courses, or be a dual-enrolled student from an ISD that does not issue computing devices. Tuition, fees, and other charges for the current and previous semesters must be paid in full, or satisfactory payment arrangements must be made with the Business Office.

Applications may be submitted 30 days prior to the first day of class. Equipment will be issued beginning the first day of class.

## STUDENT INFORMATION

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Student ID Number  
(P Number): \_\_\_\_\_

LSCPA Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Laptop is being requested for the following semester: \_\_\_\_\_ (Semester/Year)

## APPROPRIATE USE AND RESPONSIBILITY

**Appropriate Use:** You, the student, are the only authorized user of the equipment and you must follow the college's [Appropriate Use Policy](#). Equipment may not be loaned or shared with others, including family members or other LSCPA students. You must not alter or tamper with the security settings or equipment hardware. You must not install unauthorized software. You must not use the equipment for any form of illegal or illicit activities (e.g., hacking, pirating, viewing or downloading illegal or illicit content, etc.). If the equipment is used for any illegal activities while under your control, you may be

subject to disciplinary action by the College, determined to be ineligible to participate in the Laptop Loan Program, as well as referred to legal and law enforcement agencies.

**Responsibility for Equipment:** You, the student, are responsible for the laptop computer and charger ("equipment") at all times and you are expected to take care of this equipment while it is assigned to you. It is expected that equipment will be returned in good working condition. If not, damage to the equipment will be assessed and charged to your student account.

Failure to return the laptop on or before the due date may result in one or more of the following:

1. The cost of replacing equipment will be assessed a dollar amount no greater than actual cash value as determined by LSCPA.
2. The cost of unreturned equipment will be charged to the LSCPA student account.
3. The student may be subject to disciplinary action by the College.
4. The student may be determined to be ineligible to participate in the Laptop Loan Program.
5. The student may be referred to legal and law enforcement agencies.

Charges that are accrued through the Laptop Loan Program will result in a hold put on your student account and will prevent you from registering for a future term, receiving an official transcript, or receiving a diploma until paid in full. If the balance is not paid in full, it will be referred to collections.

If equipment is lost, stolen, or not working properly you must notify the Help Desk as soon as possible at [helpdesk@lamarpa.edu](mailto:helpdesk@lamarpa.edu) or 409-984-6150.

## CONSENT TO COLLECT, STORE, RETAIN, AND/OR DISSEMINATE CERTAIN IDENTIFYING INFORMATION

As per 10 Texas Government Code § 2062, Lamar State College Port Arthur must obtain consent from an individual prior to acquiring, retaining, or disseminating certain individually identifiable records, with some exceptions. This form serves as a method to obtain such consent. Once complete, this form must be retained by LSCPA until the contract or agreement under which the information is acquired, retained, or disseminated expires and the college is no longer in possession of the information.

LSCPA is seeking consent regarding the following type of information that alone, or in conjunction with other information, identifies an individual or the individual's location:

Global Positioning System ("GPS") Technology Data – LSCPA uses security software (Absolute Control) in an effort to protect its information technology assets by allowing the college to track the physical location of the laptop in the event it is lost or stolen.

The above information will be acquired by LSCPA through a third-party vendor, Absolute Software, in order to support college operations and protect its information technology assets.

Consistent with 10 Texas Government Code § 2062, this information may also be acquired, retained, and/or disseminated without written or electronic consent if the acquisition, retention, or dissemination

is required or permitted by a federal statute or by a state statute other than Texas Government Code, ch. 552, or made by or to a law enforcement agency for a law enforcement purpose.

The above information elements may also be stored, used, processed, and or disseminated in conjunction with other types of information as allowed by state and federal law.

Your consent is required for participation in the Laptop Loan Program.

## ACKNOWLEDGEMENT OF RESPONSIBILITY AND DOCUMENTATION OF CONSENT

1. I have read and understood the policy on my responsibilities and potential consequences for damaging or failing to return the equipment.
2. I have read this form and decided that I will consent to the collection and management of my information as outlined above. The general purposes and uses of my information have been explained to my satisfaction.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

***If the student is a minor, a parent or guardian signature is required. Please also attach a copy of your valid photo ID (e.g., driver's license or state ID card).***

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

Date Application Received: \_\_\_\_\_ Received By: \_\_\_\_\_