

Department of Nutrition

Graduate Student Laptop Check-Out Program

Terms and Conditions

What is it?

The Department of Nutrition can loan laptops to graduate students on a short-term basis (1-week period) primarily for research purposes. The laptops have MS Office Suite, Adobe Acrobat, major web-browsers, and statistical analysis software programs (NVivo, SPSS, SAS, STATA) pre-installed. Laptops come with a charging accessory and a protective carry-bag. For students who plan to use the Cloud Hosted ESHA Food Processor Nutrition Analysis Software during the laptop check-out period, please review the [terms and conditions](#) for use of that software and sign up for your planned time of use using our [Bookings page](#).

The laptop check-out service is provided by visiting the Department of Nutrition Office of Student Services in West Classroom 237 in person during M-F business hours (8 am – 5 pm).

Who can check out a laptop?

Graduate students in the Department of Nutrition can utilize the laptop check-out system. **Students** must be **enrolled in classes** for the current semester.

Requirements:

- Devices are available on a first-come, first-served basis and are to be used for academic purposes only.
- This laptop check-out is temporary, and is only guaranteed one 5-business day checkout.
- You may extend this checkout once, if you contact us within two business days before or no later than one business day after your return date, given that no other students are waiting for a computer.
- You are only allowed one extension before you are required to bring the computer in with all accessories and we can assess if another check out is possible given inventory, demand, and other factors.
- You agree that you will return all equipment and accessories in the same condition they were checked out to you.
- Devices must be returned in the same condition in which they were provided. Recipients are responsible for any damage or loss of computing devices and/or related equipment and accessories.
- **Devices not returned in a timely manner will be reported to the Office of Student Conduct.**
- Lost/stolen devices must be immediately reported to the Department of Nutrition. If stolen, recipients must also file a police report with Auraria Police.
- Devices and/or accessories provided are the property of Metropolitan State University of Denver's Department of Nutrition. Recipients will abide by the terms of the Information Security Policy (<https://msudenver.edu/policy/>) and all other relevant policies.
- Failure to adhere to any portion of this policy may result in laptop check-out privileges being permanently revoked.

Best Practices:

Some common-sense actions you should adhere to in order to protect this equipment include, but are not limited to the following:

- Do not leave unattended, do not leave in cars, do not leave in plain view in homes or leave in an unlocked home or garage
- Do leave in locked cabinets or locked offices within school buildings; Do keep information password-protected, log off when you are away from your computer
- Protect from liquids or dampness and extreme temperatures (i.e. do not leave in trunk of car for long periods of time)

What to expect:

Your student ID number and personal contact information will be collected at the time of check-out. Any questions about the check-out terms and conditions can be directed to gradnutrition@msudenver.edu.

If you run into technical issues or questions during your check-out period, please contact the MSU Denver [Information Technology Services](#) at 303-352-7548.