



Laptop and Hotspot Assistance Program

To assist students who do not have consistent and reliable access to a computer, Wilberforce University will provide a limited number of Laptops and/or Hot spots to students during their matriculation at Wilberforce University. To qualify, students must meet eligibility requirements and provide the information below.

Minimum Eligibility Requirements

- Student's Financial Aid must be completed and processed.
- Must affirm the following: I do not have a computer, regular access to a computer, or internet access to participate in my Wilberforce classes.

What are you in Need of?

Laptop Hot Spot Both

Student Statement of Need (Explain your need in 200 words or fewer):

Student's Name:

Student's ID:

Telephone Number:

Permanent Home Address:

City:

State:

Zip Code:

The University will place a \$50 deposit on the student's account that is receiving a laptop or hot spot. Students will be permitted to keep the laptop throughout their matriculation at Wilberforce University as long as they remain continuously enrolled full-time during fall and spring semesters. Upon graduation, the laptop is theirs to keep. If a student leaves Wilberforce University prior to graduation or voluntarily decides to return the laptop prior to graduation, the laptop must be returned in good working condition. If the laptop is not returned in good working condition, the student may be charged up to the original purchase price of the laptop (\$450). If a student returns a laptop received from Wilberforce University in good working order, the \$50 deposit will be refunded to the student's account.

By submitting this application, I affirm that I do not have a computer and/or regular access to the internet to participate in my Wilberforce University classes and I confirm that I agree to the terms listed below in the Wilberforce University IT Equipment Rental Agreement.

Signature:

Date:

Please type full name to act as a signature if you agree to these terms



Wilberforce University IT Laptop Agreement

Appropriate Use:

This laptop and other equipment remain University property until your graduation from Wilberforce. As University property, its use is subject to all student handbook rules and regulations. To receive equipment, you must agree to the following terms:

- I agree that Wilberforce University has granted laptop access to me as a necessary privilege in order to perform authorized at the institution while enrolled.
- I agree to not download or transmit fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.
- I agree that Wilberforce University administrative staff retain the right to collect and/or inspect the laptop at any via electronic remote access; and to alter; add, or delete installed hardware or software.
- I agree that I am responsible for backing up my own files and that important files should always be store in at least two locations (such as an external hard drive, cloud-based storage i.e. One Drive, Google Docs or Dropbox or flash dive).
- I agree that I should not have expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the college's equipment and/or access.
- I agree that I am responsible for damages that occur to the laptop while in my possession.
- I will promptly report problems with college computing resources to the staff in charge or to the Information Technology Help Desk
- I agree that accessing, downloading, and storing information with sexually explicit content is prohibited and can be punishable per University policy.
- I agree that I am prohibited to change administrator rights on the laptop, as it is property of Wilberforce University.
- I agree that I am prohibited to experiment with malicious programs (i.e. viruses, warms, spy-ware, keystroke etc).
- Once issued the laptop cannot be returned unless it is found to be defective by our vendor. If I believe my laptop is defective, I fully understand and agree that in order to return and receive a replacement laptop, I must retain and bring back the original box in its original condition and a replacement laptop may not be issued at the same time as the return of the defective laptop as there is a waiting period to determine if the laptop is classified as defective vs. damaged by user.



The following items are examples of unacceptable uses which, depending on the circumstances and severity, may result in verbal warning, loss of account privileges, expulsion, dismissal, or criminal prosecution:

- Use of computing or networking facilities to violate federal or state laws, software license agreements, copyright, or University regulations and policies.
- Use of computing or networking facilities for anything other than course-related, faculty-supervised research work, or University related work. For example, playing games and using computers for personal or commercial gain, including the use of your Wilberforce University email address for business purposes. Use of a Wilberforce University email account is also restricted to personal and non-commercial activities.
- Sending, distributing or displaying information that is offensive or annoying to others. Examples include sending chain letters, displaying offensive graphics, and knowingly propagating computer viruses.
- Tampering or interfering with computers, printers, network equipment or their configuration settings. (Please report any equipment problems to Information Technology & Services).

Recommended Software to download and install:

Please download and install the software below. You will be required to use some or all this software for your courses.

Adobe Reader: <https://get2.adobe.com/reader/>

Make sure to uncheck all McAfee & chrome extension and install adobe.

Zoom app: <https://zoom.us/client/latest/ZoomInstaller.exe>

Microsoft Office: Office365 is already installed you will need to login with your WU email account.

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with all the terms and conditions indicated herein. If I have any questions about the Wilberforce Information Technology Agreement, it is my responsibility to contact the college Information Technology department or appropriate college official for clarification.