



## **NOVA IMS Laptops Loan Regulation**

### **I - Preamble**

NOVA IMS IT Services make available, for temporary lending, to the academic community and free of charge, a set of laptop computers (equipment) on a temporary basis.

The equipment is also used by regular classes and is, thus, limited to availability. The use for regular classes always takes priority to individual lending.

### **II – Lending**

- a) The lending of equipment is reserved exclusively to NOVA IMS students with valid enrollment.
- b) The equipment is for use exclusively within NOVA IMS premises, including the main building and study rooms. The equipment cannot, under any circumstances, be used outside the referred places.
- c) The equipment can be requested at the informatics service counter, located at level 0. At the lending time students need to provide proper identification.
- d) The equipment is lent for a maximum of one day, according to the opening hours of NOVA IMS IT service. The lending and return of the equipment is time-stamped in the database and the student should sign the form that serves as proof of lending.
- e) At the end of the lending period, previously agreed, the user should return the equipment at the informatics service counter in level 0 until 15 minutes before its closing. The equipment is only considered to have been returned after proper confirmation by the informatics service staff and the signature of the user in the proof of return form.
- f) It is strictly forbidden to lend the requested equipment to a third party;
- g) By not returning the equipment at the specified set time, the user incurs in a suspension of her/his right of use for 30 days.
- h) Under justified exceptional circumstances the IT service may request advanced return of the equipment.

### **III - Use**

- a) The equipment is strictly for study and research use.
- b) The maintenance of the security, integrity and operation of the equipment during the lending period is of the student's responsibility.
- c) It is forbidden to install software in the equipment during the lending period.
- d) Installation or removal of any hardware parts is forbidden;

- e) Robbery, loss or any damage detected on the equipment, independently of its origin, resulting from misuse of the equipment by the student, imply a refund to NOVA IMS in the amount of the stolen, lost or damaged equipment or the value of its repair. In the cases that repair is not possible the user should refund NOVA IMS in the amount of new equivalent equipment.
- f) Any malfunctions or damage detected on the equipment, independently of their origin, should be promptly communicated to the IT service counter in level 0.
- g) Any files produced by users should be saved in external storage devices (such as pen drives) and not in the desktop or other locations of the equipment's internal storage. Any personal files stored in the equipment will be deleted during periodic equipment maintenance performed by the IT service.

#### **IV. Miscellaneous**

All cases omitted in this regulation are subject to appreciation by the Head of informatics service or by the Managing Board of NOVA IMS.

#### **V- Effective date**

This regulation is effective from February 23rd 2015 on.

Dean of NOVA IMS



(Pedro Simões Coelho, Professor Doutor)