

Laptop Loans Terms and Conditions

Lenovo laptops and **MacBooks** are available for short-term 7-day loans. The main purpose of this loan is to provide temporary access to a laptop if your own device is lost, stolen or undergoing repair. This ensures you can continue your work without significant disruption until your primary device is replaced or repaired. In exceptional circumstances, such as delays in procuring a replacement laptop or repair issues, a longer term loan may be considered. Justification and tangible evidence are required and are assessed on a case-by-case basis.

By borrowing this device, you acknowledge you are bound by the following terms and conditions:

- You have the necessary skills to operate the device/s
- You will not allow anyone else to use the device/s
- You will not alter any login settings
- You understand that in Australia, there are legal implications with regard to copyright and piracy and you explicitly will not attempt to install any software or apps onto the device/s
- You will not use the device/s to access or distribute any illegal, offensive, inappropriate, defamatory or unethical material/content*
- You will not attempt to open any files, emails (including those from banks/government or windfall-related) or attachments that appear suspicious in order to minimise the risk of viruses
- You will delete all downloaded and saved material including assignments and passwords before returning the device/s
- You will not deface or alter the device/s by removing barcodes, identification or security tags
- You understand the terms and conditions of the loan of the device/s as explained in the [Environment Policy and Borrowing Guide](#)

If the device/s and/or equipment is damaged or lost:

- You will notify The Resource Centre Staff immediately (email: brisbanelibrary@jcu.edu.au phone: 3001 7813)
- You are responsible for the cost of replacement up to the value of \$2790 (for Lenovo laptop) or up to the value of \$2000 (for MacBook) for the equivalent specifications and software. See the following links for costs: <https://www.lenovo.com/au> <https://www.apple.com/au>
- You are responsible for damages outside of general wear and tear and the associated repair costs

The device/s and all accessories are the property of The Resource Centre, JCU Brisbane. Inappropriate material found on the device/s may be reported to the relevant authorities. Any inappropriate conduct may be a breach of the [Student Code of Conduct](#) (<https://www.jcu.edu.au/policy/student-services/student-code-of-conduct>) and may affect the borrower's enrolment status.

The device/s must be returned in person and not through the after-hours Black Returns Box.

Copyright and Piracy

Piracy refers to the accessing of copyright materials without the authorisation of the copyright owner. It is therefore illegal and infringes copyright law. In Australia, there is no registration process for copyrighted material, and it is automatically protected under the [Copyright Act 1968 \(Cth\)](#) (<https://www.legislation.gov.au/C1968A00063/2020-12-18/text>). With the help of technology, people can easily access digital content such as music, movies and games on the Internet, whether legally or illegally.

Under the Copyright Act 1968, it is an offence to:

- knowingly import, possess, sell, distribute or commercially deal with an infringing copy;
- offer for sale infringing copies of computer programs;
- transmit a computer program to enable it to be copied when received.

The potential penalties for breaching the law include fines of up to \$117,000 for individuals and a possible term of imprisonment for up to five years.

Chan, C. (2018). 5 Things You Should Know About Piracy In Australia. Retrieved June, 16 2023 from <https://lawpath.com.au/blog/5-things-you-should-know-about-piracy-in-australia>

*material/content that is considered harassing, obscene, threatening, racially vilifying, pornographic, discriminatory, disruptive or may have the effect of damaging the reputation or public or internal standing of a person or group

Laptop Operating Conditions

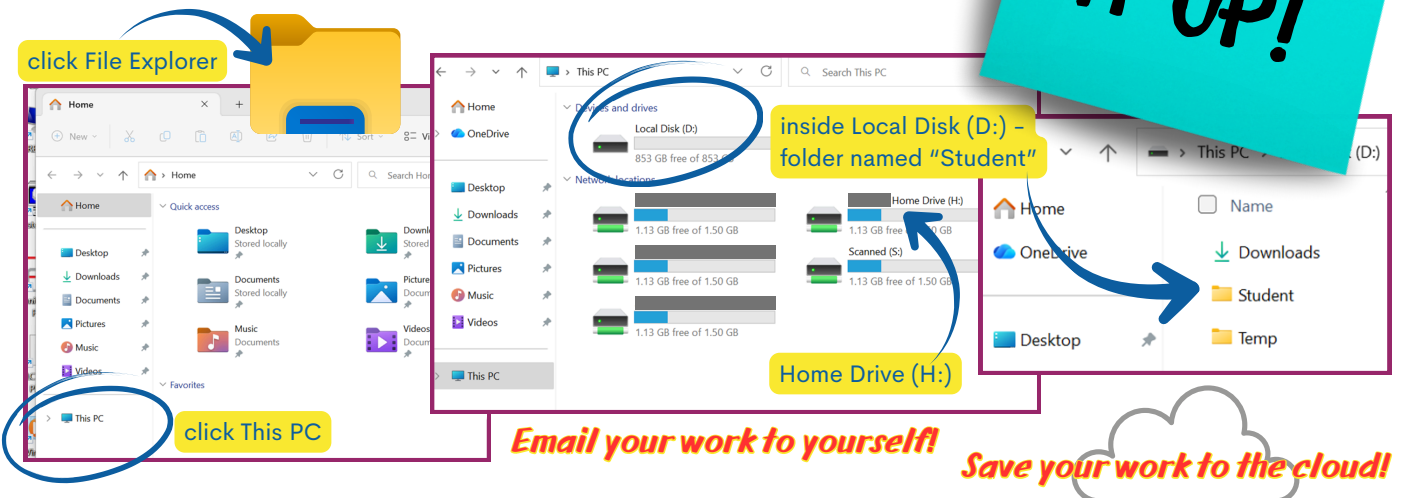
LENOVO Login:

Username: Your JCU username (eg. jcxxxxxx; jdxxxxxx)
Password: Your password linked to your JCU username

Before you take the laptop home - On Campus, log in using your JCU username and password. This will create your profile on the laptop.

How to save and protect your work

- **Home Drive (H:)** - accessible only on Campus **AND**
- **Local Disk (D:) "Student" folder (D:\Student)** accessible on Campus and at home



BACK IT UP!

click File Explorer

click This PC

inside Local Disk (D:) - folder named "Student"

Home Drive (H:)

Email your work to yourself!

Save your work to the cloud!

At home, log in using your JCU username and password. You can access your work from:

1. Local Disk (D:) "Student" folder (D:\Student)
2. Your cloud account
3. Your email

When you return to Campus, save all your work back into **Home Drive (H:)**


Returning the laptop: Delete all your work from **Local Disk (D:) "Student" folder (D:\Student)** and remove any email accounts and saved passwords etc

Late Return Penalty for Overdue Items

Laptops & Accessories
\$25 per day


MacBook Login

Username: localboss
Password: Macta5t1c
Please do not alter any login settings



THE RESOURCE CENTRE
THE ELEMENTAL PLACE TO STUDY

BRISBANELIBRARY@JCUB.EDU.AU
PHONE: 3001 7813




For further information, please refer to [The Resource Centre Environment Policy and Borrowing Guide](https://www.jcu.edu.au/brisbane/student-resources/the-resource-centre) - <https://www.jcu.edu.au/brisbane/student-resources/the-resource-centre>