Student Laptop Policy

Guidance for students who receive a college-provided laptop

AOLCC may provide a laptop to support a student's learning when a campus has a device available. This policy explains the general expectations for using, caring for, and returning a college-provided laptop. The arrangement may be a loan, a deposit-based arrangement, or another campus-approved arrangement. Before accepting a device, the student must review and sign the applicable campus laptop agreement, which records the specific terms for that device.

1. Scope and availability

This policy applies to students who receive a laptop from an Academy of Learning Career College (AOLCC) campus. Laptop availability, eligibility, and the type of arrangement may vary by campus, program, and available inventory. A laptop is not guaranteed as part of admission or program enrolment unless the student's written documents say otherwise.

The campus will confirm any eligibility requirements and the applicable arrangement before issuing a device. Students should not assume that one campus's deposit, ownership, return, or eligibility terms apply at another campus.

2. Issue and acceptance

At issue, the student and campus should record the device identifier or serial number, included accessories, and the device's apparent condition. The student should check the laptop and charger, raise any concerns before signing, and keep a copy of the signed laptop agreement.

The student must use the laptop agreement for device-specific terms. It identifies whether the laptop is a loaner or is provided under another arrangement, who owns it, whether a deposit is required, and what happens when the student completes, leaves, or changes programs.

3. Student responsibilities

While the laptop is in the student's possession, the student is responsible for taking reasonable care of it and using it primarily for learning and college-related activities. The student must:

- Keep the laptop, charger, and any other issued accessories together and in a safe place.
- Protect the device from theft, loss, spills, extreme heat, moisture, drops, and other avoidable damage. Do not leave it unattended in a public place or visible inside a vehicle.
- Keep login credentials private, use a secure password, and lock the screen when stepping away.
- Use the device lawfully and respectfully. Do not use it to harass others, access or distribute unlawful material, cheat, plagiarize, or interfere with another person's account or work.
- Not lend, sell, give away, or transfer the laptop or its accessories to another person.
- Not remove college-managed security settings, bypass access controls, or install unlicensed, unsafe, or unauthorized software.
- Follow AOLCC student conduct, academic integrity, privacy, and technology requirements that apply to the student's program and campus.

4. Files, privacy, and security

Students should save their work regularly to an approved secure location and keep their own backup copies. Files may be lost if a device fails, is repaired, reset, replaced, or returned. Students should not store sensitive personal, financial, or health information on the laptop unless the campus has approved that use.

A college-provided laptop may be configured, updated, or supported by the campus or its service providers. Students must follow campus instructions for security updates and troubleshooting. Students should not assume that files on a college-provided device are backed up or that the device is intended for private storage.

5. Loss, theft, damage, or technical problems

The student must notify the issuing campus as soon as possible if the laptop or an accessory is lost, stolen, damaged, or not working. If theft is suspected, the student should also follow the campus's instructions about reporting it to the police. Do not open the device or arrange a repair through an unauthorized provider; contact the campus first so it can direct the student to the appropriate support or warranty process.

For a hardware or warranty issue, the campus may direct the student to the manufacturer or an authorized service provider. For college software, account access, or learning-platform issues, contact the campus using the support details provided at issue.

6. Replacement and return

A laptop must be returned when required by the signed agreement or when the campus requests it under that agreement, including when a device is replaced or the student's enrolment ends. The student must return the laptop and all issued accessories by the applicable deadline and follow the campus's return instructions. The campus may inspect the device at return and provide directions for transferring or removing student files.

The signed laptop agreement sets the return deadline and explains any consequences of a late, incomplete, or damaged return. Students should contact the campus promptly if they cannot meet a return deadline or have a question about the device's condition.

7. Deposits, ownership, and charges

Some laptop arrangements may require a deposit or include other device-specific financial terms. The applicable signed agreement will state the amount, payment and refund conditions, ownership terms, and any responsibility for loss, damage, or failure to return the device. No deposit, fee, refund, or ownership outcome should be inferred from this general policy alone.

Any financial term will be handled in accordance with the signed agreement and applicable law. Questions about a deposit, charge, or account entry should be directed to the issuing campus in writing.

8. Questions and support

For eligibility, device condition, return instructions, academic software, or support questions, contact the campus that issued the laptop. Students should keep written confirmation of important instructions and report concerns as soon as they arise.

Relationship to other documents

This policy is a general summary for students. It does not replace a signed laptop agreement, the student's enrolment contract, the student handbook, or applicable law. If a device-specific term is unclear or appears inconsistent with this policy, contact the issuing campus before relying on it. Applicable legal requirements prevail.