Brasenose College Student Laptop Loan Policy

The College ICT Office has a small number of Windows based laptops that can be loaned to student members of the college for a fixed length of time in the event of either theft or a failure of their personal device.

Device loans are for a maximum of **1 calendar month**. No extensions to this loan period will be granted for any reason.

Requests to use this service can be made to the College ICT Office by sending an email to Computer.office@bnc.ox.ac.uk or by simply visiting the ICT Office in person.

This is a free service (unless returned late). It is on a first come first served basis with only a limited number of devices available – as such, availability of the service is not be guaranteed.

Devices must remain within the City limits of Oxford and should not be taken home during vacations. The loan scheme is designed for use whilst studying physically in Oxford. Devices must be returned to the ICT Office before anyone returns home in a vacation period.

Failure to return a device by the agreed day will result in a fine of **£5 per day it is late**.

Failure to return a loaned device within a 14-day period after the agreed return date will result in the student being billed (via Batels) for the full cost of a replacement device regardless of whether the device is ultimately returned at a later date.

General wear and tear (e.g. minor scratches) on such devices is to be expected and reasonable. However, if devices are damaged excessively, the college reserves the right to pass on the costs of repairs to the student.

The laptops are Windows 10 with Microsoft Office 2016 installed. They will also have many commonly used programs installed (e.g. PDF reader, web browser selections, Aniti-Virus). The device user will be an administrator and be able to install any programs (legally) they wish to.

At the end of the loan period, the device will be wiped and re-imaged for the next user. It is the user's responsibility to ensure all their data is backed up at all times. The college is not responsible for any data held on these devices.