



**Laptop Computer Policy**

The School of Public Health will provide each incoming doctoral student his/her own new laptop computer for use while enrolled in the doctoral program. The laptop will be set up and maintained by the Public Health IT Systems Administrator. While the Public Health departments fund the initial laptop purchase, each student will be responsible for any needed repairs, replacement parts, upgrades, etc. -- *which are not covered by the warranty.*

As different components of the laptop are subject to different warranty periods, students should always check with the Public Health IT Systems Administrator for any possible component warranty before making a purchase or requesting repair. Graduate programs and/or Research Assistant (RA) supervisors may elect to assist students with needed repair costs, but that is determined individually by each graduate program/RA supervisor. The Program will provide a temporary "loaner" machine for a student's use in the event that his/her laptop must be sent out for repair (regardless of the funding source for the repair).

Laptops are property of Brown University; therefore, when a student graduates or leaves the program for any reason, the laptop must be returned to the School of Public Health. Per University Policy, "Departments are strictly prohibited from gifting or selling surplus materials directly to Brown faculty, staff, students, and other individuals. This provision is mandated in order to minimize the University's risk of exposure to product liability, sales tax exemption regulations, potential loss of commercial discounts, and potential violations of special pricing structures if deemed a reseller."

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Banner ID: \_\_\_\_\_ Laptop ID: \_\_\_\_\_

Username - Not student ID Number

This will be added by administration after being assigned.

Laptop Returned to Department: Student Signature \_\_\_\_\_ Date \_\_\_\_\_