STUDENTS RESPONSIBILITIES REGARDING USE AND MAINTENANCE OF ID CARDS

Section I.
ID cards are the students’ property and will remain active throughout their entire career at the TAMU-SA. A student ID card will expire after graduation or after a student is no longer a registered student currently attending classes at TAMU-SA.

After a student has been issued an ID card, the student shall:

- Have the ID card in the student’s possession while on TAMU-SA property.
- Be responsible for the appropriate use of ID card, act responsibly and exercise good judgement, know where card is at all times.
- Present ID card to University Officials upon request.
- Not use the ID card for any purpose other than the purposes specifically defined in ID Office standard operational procedures.
- Maintain the ID card in good condition, avoid contact with surfaces that can scratch or cause accelerated wear, and avoid placing an ID card in the proximity of magnetic sources or fields.
- Not trim, fold, or otherwise deface or alter the ID card from its original appearance.
- Maintain the ID card in a secure location to protect against loss, theft, or unauthorized use.
- Not loan the ID card to another individual for any reason and not use another student’s ID card for any reason. Possession or use of a Student ID Card by anyone other than the owner is a direct violation of ID Office standard operational procedures.
- When necessary, request a replacement ID card and pay the appropriate replacement fee.

Section II.
The TAMU-SA and the ID Office shall not be liable for misuse or inappropriate use of an ID card. Upon suspecting an ID card has been lost or stolen, a student shall:

- Report immediately ID card is suspected lost or stolen.
- Request in writing to the ID Office to obtain a replacement ID card.
- Pay the corresponding replacement ID card fee.
Lost or stolen ID cards must be reported at the ITS Helpdesk Main campus room 307, Brooks City-Base Campus room 144, ID Office, or at the University Police Office. Suspected lost or stolen ID cards will immediately be deactivated. A deactivated card will prevent access to any TAMU-SA buildings with access control and to performed purchases at any of the TAMU-SA stores. The University will not be responsible for any transactions made with a lost or stolen ID card.

Section III.
A student may be held responsible for any unauthorized use of the student’s ID card if an investigation indicates fraudulent use or the exercise of careless security.