

**Agnes Scott College**  
**Laptop Assignment/Use Agreement**  
**April 2015**

Date of Issue: \_\_\_\_\_ Date to be Returned: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Building and Room Number: \_\_\_\_\_ Extension: \_\_\_\_\_

Department: \_\_\_\_\_

**Statement of Responsibilities**

1. I, the undersigned, have received the mobile computing device and power adapter and agree to return them in the same condition upon scheduled replacement date.
  
2. I understand
  - a. this equipment is provided for my use only in college-related work and any personal use of the equipment will be incidental in nature. I will not allow anyone else to use the equipment.
  - b. I am responsible for safeguarding the equipment, including any data on the equipment.
  - c. I understand that if I take the laptop off campus, I am financially responsible for replacement of any equipment lost, stolen or damaged.
  - d. I must report loss, theft, or damage of the equipment immediately to the Information Technology Help Desk.
  - e. I have administrative privileges and have the ability to install software. I agree that I will only install software either owned by the College or owned by me and will not install any unlicensed software on this equipment.
  - f. I will not attempt to disable/uninstall any software that has been put into place to maintain security on this equipment.
  - g. the mobile equipment is covered under college insurance when on campus. Coverage off-campus is my responsibility.
  - h. replacement of lost, stolen or damaged equipment in my possession while off campus will be my responsibility.
  - i. if I store confidential information files on the laptop, I will protect the files with secure passwords that are different from the laptop access passwords. When I return the laptop from use or for replacement, I will remove confidential files before return the laptop to Information Technology. If I do not follow these guidelines I will be putting the institution at risk and may also be personally liable for any disclosure of covered information.

I have read and understand the terms and conditions of the foregoing Agreement, and agree to all of its terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date