

Equipment Checkout Agreement

School of Social Work & Criminal Justice

The Laptop Computer (and associated equipment), tablet, Web Cam, Live Scribe Pens, Digital Recorder and case are property of the School of Social Work & Criminal Justice, University of Washington Tacoma. Faculty and staff may check out all equipment from the SSWCJ Office in WCG 203. School-owned equipment may be checked out either short- or long-term, but not to exceed 6 months without an extension being granted. All school-owned electronic equipment is available on a first-come, first-served basis. They are to be used for scholarship, research, teaching, service, and administrative purposes that are conducted under University auspices. Please be advised to secure any sensitive data according to FERPA or HIPPA standards and UW policies and adhere to the UW Tacoma **"Data Protection Policy for Portable Devices"**. The policy is available online.

School-owned equipment checkout:

<input type="checkbox"/> 1 Dell Latitude 5420 service tag 37BW4S1	<input type="checkbox"/> 2 Dell Latitude E5450 service tag 5YVCF2	<input type="checkbox"/> 3 Dell Laptop E5490 service tag FC3WMF2	<input type="checkbox"/> 4 iPad Pro	<input type="checkbox"/> 5 Sony Voice Recorder	<input type="checkbox"/> 6 Logitech Headphones
<input type="checkbox"/> 7 Olympus Voice Recorder	<input type="checkbox"/> 8 Dell Latitude Business Laptop (surface style)	<input type="checkbox"/> 9 Dell Latitude 5480 service tag GF7DHMZ	<input type="checkbox"/> 10 Live Scribe Pens	<input type="checkbox"/> 11 Stylus Pen	<input type="checkbox"/> 12, A, B, C, D, E Webcam
<input type="checkbox"/> 13 MacBook Pro	<input type="checkbox"/> 14 HP ProBook	<input type="checkbox"/> 15 HP ProBook	<input type="checkbox"/> 16 HP ProBook	<input type="checkbox"/> 17 MacBook Pro	<input type="checkbox"/> 18 MacBook Pro
<input type="checkbox"/> 19 Dell Latitude 5490 (tablet style w/ hot spot) INV tag 30223252	<input type="checkbox"/> 20 Dell Latitude 5490 (tablet style w/ hot spot) INV tag 30223253	<input type="checkbox"/> 21 Microsoft LifeCam HD- 3000 (square shaped) Webcam	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24

The laptop and/or equipment user must:

- Bear any cost for transport or damage while transporting the laptop to and from the UWT campus
- Bring the laptop to the SSWCJ front desk staff immediately if broken or other servicing is required
- Back up (save) all data regularly to your H: or S: drives or external hard drive
- Routinely, take the laptop to UWT IT so that patches and system updates can be applied.
- When returning the laptop for other faculty/staff use, please make sure you have not left any files or confidential information stored on the laptop.
- In the event the laptop is stolen and confidential and institutional human subject data is being stored in the laptop (RCW 42.56.590), the faculty member must directly alert Information Technology to take immediate action to inform those being affected. Campus Safety should be notified immediately if the laptop is stolen from campus or local law enforcement if stolen off-campus.
- Return all borrowed equipment to the SSWCJ front desk staff upon separation of faculty or staff position as laptops and all equipment are considered University resources.
- Review and follow the criteria for personal use as outlined in the Administrative Policy Statement 47.2 and the WAC Code 292-110-010

The laptop and/or equipment user must NOT:

- Purchase or load any software on laptop. Only UWT IT can perform these functions since it is a University resource
- Purchase any software unrelated to professional work
- Allow anyone else to use the laptop
- Use the laptop for personal business

My signature indicates agreement that I am responsible to return the equipment in the same condition or pay for repair/replacement costs. It also indicates that I have reviewed the [FERPA Training](#) and the [Data Protection Policy for Portable Devices](#). Returning the equipment late jeopardizes future borrowing privileges.

Printed Name

Signature

Date

Authorized Staff Signature

Date

Expected date of return