SCHOOL OF SOCIAL WORK & CRIMINAL JUSTICE

UNIVERSITY of WASHINGTON | TACOMA

Laptop Equipment Checkout Agreement
School of Social Work & Criminal Justice

Laptop computers, all associated laptop equipment, and carrying cases (if applicable) are property of the University of Washington Tacoma School of Social Work & Criminal Justice. Faculty and staff are issued all equipment from the appropriate designated staff personnel located the SSWCJ Office (WCG 203).

University resources are intended solely for University teaching, research, service, and administrative purposes that are conducted under University auspices. You may not use University facilities, computers, or equipment for your personal gain or benefit or for the gain or benefit of another individual or outside organization. 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 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.

_____
Equipment Description

_____ _____ _____
Printed Name Signature Date

_____ _____
Authorized Staff Signature Date