



Checkout Equipment Use Policy (1/22/2026)

This policy applies to all UW Tacoma owned equipment loaned or checked out through UW Tacoma Information Technology (IT), including but not limited to laptops, mobile hot-spots, audiovisual equipment, peripherals, and accessories.

Eligibility

UW Tacoma IT checkout equipment may be issued to:

- UW Tacoma Students
- UW Tacoma Faculty and Staff
- Other individuals with documented approval from IT leadership or a department head

Equipment is issued for UW Tacoma related business, instruction, research, and operational purposes only.

User Responsibilities

Users who check out UW Tacoma IT equipment agree to:

- Use the equipment solely for university business and academic purposes
- Take reasonable precautions to prevent loss, theft, or damage
- Not loan, share, or transfer the equipment to another individual
- Not take UW Tacoma IT checkout equipment outside of the United States
- Follow all UW and UW Tacoma IT, security, and acceptable use policies
- Promptly report loss, theft, or damage to IT
- Return equipment by the agreed-upon due date

Care and Security of Equipment

Users must, at a minimum:

- Keep equipment in their possession or in a secure location at all times
- Avoid exposure to extreme temperatures, liquids, or hazardous environments
- Not attempt repairs, modifications, or software installations without IT approval
- Ensure devices are locked when unattended

Software and Data

- UW Tacoma IT checkout equipment may come preconfigured with UW approved software
- Users may not install unauthorized software or alter system configurations
- UW data stored on checkout equipment must comply with UW and UW Tacoma data security, privacy, and records retention requirements
- IT may remove software or data upon return of the equipment

Loss, Theft, or Damage

- Loss or theft must be reported to UW Tacoma IT immediately and, if applicable, to UW Tacoma Campus Safety or local law enforcement
- Users and/or their department may be financially responsible for equipment that is lost, stolen, or damaged due to negligence or misuse
- Normal wear and tear are excluded from user liability

Return of Equipment

- Equipment must be returned on or before the agreed upon return date
- Equipment must be returned with all issued accessories (e.g., chargers, cases, cables)
- UW Tacoma IT will inspect equipment upon return
- Late returns may affect future checkout eligibility

Failure to Comply

Failure to comply with this UW Tacoma IT policy may result in:

- Suspension or revocation of checkout privileges
- Notification to the user's supervisor or department
- Financial responsibility for replacement or repair
- Additional action in accordance with UW Tacoma policies

Acknowledgement

By checking out IT equipment, users acknowledge that they have read, understood, and agree to comply with this policy.