

IT Equipment Off Campus Use Agreement
(7/23/2026)

University of Washington Tacoma – Computer Services

Employee Information

Employee Name: _____

Department: _____

Supervisor: _____

Employee ID: _____

Date Issued: _____

Equipment Information

Equipment Type	Asset Tag	Serial Number	Description

Expected Return Date (if applicable): _____

Authorized Use

The employee acknowledges that:

1. The equipment remains the property of the University of Washington Tacoma at all times.
2. The equipment is provided solely for authorized university business and work-related activities.
3. Personal use of the equipment must comply with university policies and applicable laws.
4. The employee will not allow unauthorized individuals to use the equipment.
5. The employee is responsible for protecting university data and maintaining confidentiality while using the equipment off campus.
6. University-owned IT equipment may not be taken outside the United States without prior written approval.

Security Requirements

The employee agrees to:

1. Keep equipment in a secure location when not in use.
2. Never store FERPA, HIPAA, or other regulated confidential data on local storage unless authorized.
3. Use university-approved authentication methods.
4. Back up University data using approved storage.
5. Lock or log off devices when unattended.
6. Ensure university-managed security software remains installed and active.

7. Immediately report any suspected security incident.
8. Connect to university resources using approved remote access methods when required.

Care and Protection of Equipment

The employee agrees to:

1. Exercise reasonable care in handling and transporting equipment.
2. Protect equipment from theft, loss, damage, and environmental hazards.
3. Not modify, repair, or alter equipment without authorization.
4. Bring equipment to Computer Services for updates, repairs, and annual inspections.
5. Return equipment upon request or when no longer needed.

Lost, Stolen, or Damaged Equipment

The employee agrees to:

1. Notify Computer Services and their supervisor immediately.
2. File a police report for stolen equipment when requested.
3. Cooperate with any investigation.
4. Understand that failure to follow policies may result in disciplinary action.

Related University Policies

This agreement supplements and does not replace applicable University of Washington and UW Tacoma policies governing University-owned computing devices.

Applicable policies include:

[UW Tacoma Faculty Laptop Use/Procurement Policy](#), [UW Tacoma Staff Laptop Use/Procurement Policy](#), [APS 47.2 – Personal Use of University Resources](#), [Applicable WAC provisions](#), [UW information security, data protection, and acceptable use policies](#).

Monitoring and Privacy

Employees should have no expectation of personal privacy when using university-owned equipment.

Return of Equipment

The employee agrees to return all University-owned equipment, accessories, chargers, peripherals, and related materials in good working condition upon request, when no longer required for University business, or on or before their last day of employment (or separation from the University), unless other arrangements have been approved by Computer Services. Failure to return University property may result in loss of privileges, disciplinary action, financial responsibility where applicable, and any other actions permitted under university policy.

Employee Acknowledgment

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Computer Services Representative: _____

Signature: _____

Date: _____