

## **UW Tacoma Faculty Laptop/tablet device Use/ Procurement Request Form**

To obtain a laptop/tablet device instead of a desktop computer as the primary computer for office work, all requesters must agree with the following service terms and conditions.

1. The laptop/tablet device and all accessories are UW property and must be treated as such.
2. The faculty laptop/tablet device user must:
  - secure any sensitive data according to FERPA, HIPAA, PCI standards and UW policies
  - bare any cost for transport or damage while transporting the laptop/tablet device to and from the UW Tacoma campus
  - bring the laptop/tablet device to the IT Helpdesk if broken or other servicing is required
  - return the laptop/tablet device and all other UW property when appointment is terminated
  - return the laptop/tablet device when a new laptop/tablet device replaces the prior laptop/tablet device
  - sign an IT Administrative Rights Form if user desires administrative rights
  - update security patches and virus scanner on laptop/tablet device weekly; OR bring laptop/tablet device to the IT Helpdesk weekly for updates if you do not have administrative rights to the laptop/tablet device
  - back up (save) all data regularly to the H: and S: drives
  - bring the laptop/tablet device to the IT Helpdesk for annual checkup (allow a minimum of three business days)
3. The faculty laptop/tablet device user must NOT:
  - load software unrelated to professional work
  - allow anyone else to use the laptop/tablet device
  - use the laptop/tablet device for personal business
4. IT is responsible for:
  - selecting the laptop/tablet device model and warranty program based on faculty needs
  - purchasing the laptop/tablet device and warranty
  - configuring the laptop/tablet device for office use
  - re-imaging the disk as needed
  - handling the servicing of the laptop/tablet device, including initial diagnostics as well as shipping laptop/tablet device to the manufacturer for repairs

5. IT is NOT responsible for:

- assisting with home internet connectivity
- data loss, including loss after a system update
- any costs associated with the laptop/tablet device after purchase (e.g. upgrades and additional software)
- providing a temporary laptop/tablet device while the laptop/tablet device is being repaired

Should you have any questions, please contact IT. If you agree to the above services terms and conditions, please sign and return this form to IT (UW Tacoma Mail Box: 358450).

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I have read and understand the POLICY TITLE: FACULTY COMPUTER REPLACEMENT POLICIES AND PROCEDURES and agree with the policy and all service terms and conditions outlined above.

Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_