Laptop User Agreement Form

Pro-forma approved:	University Council 06.07.10

Name:		Network ID:	
Phone Number:		Location	

In accepting the use of a University laptop, I agree to the following conditions:-

1. I understand that I am solely responsible for the laptop whilst in my possession

2. I shall only use the laptop for University related purposes.

3. I shall keep the laptop in good working order and will notify I.T. Services of any defect or malfunction during my use.

4. I shall not install and / or download any unauthorised software and / or applications

5. I shall not allow the laptop to be used by an unknown or unauthorised person. I assume the responsibility for the actions of others while using the laptop.

6. I shall abide by the University Acceptable Use, Information Security and Portable Data Device security policies as published on the I.T. Services Website

7. Any work saved on the laptop will be deleted prior to the machine's return

8. If the laptop is lost, stolen or damaged, the incident must be reported to the University Secretary's Office within 24 hours

9. If the lost, stolen or damaged laptop and / or accessories is determined to be caused by negligence or intentional misuse, I shall assume the full financial responsibility for repair costs or fair market value of the laptop.

10. I am aware that any breach of these policies may render me liable to disciplinary action under the University's procedures

Signed

_____

Date Signed

_____/_____/_____