

Columbus State Community College

LAPTOP/TABLET COMPUTER AGREEMENT

Department _____

By accepting possession of the laptop/tablet, peripherals, software (equipment), and the access to the Internet, I agree to the following terms and conditions. This agreement covers the period from the signature date through its return to IT Asset Management.

The equipment shall be used in accordance with the Columbus State Community College policies (No. 15-01) on the appropriate use of the computer resources for the term of this agreement. Commercial use of this equipment, or any use which violates any law or college policies, is prohibited.

(Initial____)

Storing and transporting student or employee personal information, including but not limited to, social security number, date of birth, address is strictly prohibited. (Initial____)

I agree to return the equipment to IT Asset Management in the same condition as I received it, less reasonable wear and tear. I understand and agree that all responsibility, liability, and expense regarding this equipments use and ownership are assumed by me.

(Initial____)

I agree the laptop/tablet will access the Columbus State Community College's network at least once a quarter. Failure to access the network quarterly may result in the loss of use of this laptop/tablet.

(Initial____)

I agree the laptop/tablet will connect to the internet at least once every 25 days.

(Initial____)

I agree I am responsible for any loss, theft or damage to this equipment and as such subject to the college's policies. I understand that any incident of loss, theft or damage must be reported to the College Public Safety Department as soon as possible, but no later than 48 hours after the incident.

(Initial____)

The laptop/tablet is especially vulnerable while traveling. It should be within reach and sight in an airport or other public areas. When traveling by plane, rail or other public transportation, never leave the laptop/tablet unattended or in an overhead compartment. A Kingston cable is provided with the laptop/tablet to secure the computer.

SOFTWARE ACCEPTANCE:

This acceptance form is valid for the products listed below, which shall be referred to collectively herein as "software". Software is made available because Columbus State Community College has purchased license coverage for the software. Columbus State Community College is extending the right to use the software on this device. Your department does not own the license or the media; rather you are authorized to use the software pursuant to the terms and conditions of the license(s) granted to Columbus State Community College for the term of the agreement. You agree that software will not be installed on this device without prior written consent from the college.

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Installed Software

- MS Windows 7
- MS Office 2007 Pro Plus
- Internet Explorer
- Norton Antivirus
- Novell GroupWise
- Datatel
- Adobe Acrobat Reader
- Other (non-standard) _____

Manufacturer: _____

Model: _____

Serial # _____

PO#: _____

By signing this laptop check-out form, in addition to the above conditions, you agree to not store or disseminate sensitive information (to include, but not limited to, credit card information, social security numbers, HIPPA/FERPA, etc.) on and/or from this laptop in accordance with CSCC's Information Security Standard section 19.4. Violation of this agreement, in tandem with the theft or loss of this laptop, may result in disciplinary actions

I have read and understand the terms and conditions of this agreement and agree to abide by them.

Individual's Name _____

or

Cost Center Manager's Name _____

Signature _____ Date _____

Department _____

Return Date _____ Received by _____

Other _____