## Jacobs School of Music Departmental Computing Indiana University – Bloomington

## Off-site use of Office Equipment

Employee use of a laptop computer or other equipment at an off-site location may be approved with the understanding that:

- The equipment remains the property of Indiana University and can be recalled by the university at any time.
- > Inappropriate use of the equipment or privilege may result in recall of the equipment.
- If the employee leaves the employment of the university, the equipment is to be returned prior to the employee's last day.
- It is the responsibility of the employee to package and transport equipment on loan in a reasonable and responsible fashion, and, in the event of a recall, to facilitate its return to the proper university department.
- In the event the laptop computer or other equipment which the employee receives is lost, stolen, damaged, broken or non-functioning beyond reasonable repair, the employee must contact **MITS** for instructions. Unusable equipment must be returned to the university for inspection, storage or disposal.
- The employee is responsible for maintaining university policies related to operating system security and sensitive data storage. Please review these documents:

Security: <u>https://protect.iu.edu/cybersecurity/computers</u> Risk Management : <u>http://rmweb.indiana.edu/orm/SiteMap2.cfm?todo=deductibles</u> MITS Policies: <u>http://www.music.indiana.edu/departments/offices/music-information-technology-</u> <u>services/policies.shtml</u>

Equipment Info:

 Type/Model:
 S/N:
 IU Tag#:

I agree that the equipment listed above is inclusive of all Indiana University property being used by employee off-site.

I understand and agree with the above conditions for removing and using office equipment off-site.

Employee:

Signature

Print Name

Date

Fiscal Officer Approval:

Signature

Print Name

Date

MITS Head Approval:

Signature

Date