

## ITS Equipment Agreement

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### Usage

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Messiah College provides employees with technologies that help facilitate duties related to the employee's job. Some technologies, including desktop computers and printers, are intended for use in only one location. Some technologies, including laptops and tablets, are intended for mobile use. These items may be assigned to the employee for the period of time the employee is assigned to a particular position, or they may be loaned for a designated period of time on a weekly basis.

All equipment owned by the college is intended for college use. Any personal use should not compromise its intended use.

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### Responsibilities

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All College owned equipment must be cared for properly. All employees are responsible for adhering to the following:

- Equipment must be carried with employee at all times when traveling. Equipment may not be transported as luggage on public transportation (airplanes, trains and buses).
- Equipment may not be left unattended in public areas.
- Stolen equipment must be reported to appropriate local authorities and Information Technology Services (ITS) as quickly as possible.
- Employees are expected to understand how to access and use equipment that is provided to them by the College. Request training from ITS as necessary.
- Employees are expected to manage all electronic data per the Data Security Policy.
- Employees may not alter any system software or hardware configuration, unless instructed to do so by someone from ITS.
- Employees may not loan equipment to anyone else. Doing so will be considered misuse of the equipment.
- Upon termination/change of position or at the end of loaner period, all College owned equipment must be returned to ITS.

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## Liabilities

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The employee's department is responsible for costs associated with equipment loss or repair due to negligence, abuse or misuse.

Personal use could result in personal responsibility. The College is not responsible for loss of personal data.

Failure to follow this policy may result in loss of borrowing privileges.

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## Document History

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- Effective Date: Approved by IWTC 13 JAN 2014
- Last Revised Date: 13 JAN 2014

[http://www.messiah.edu/download/downloads/id/2074/Data\\_Security\\_Policy\\_2.pdf](http://www.messiah.edu/download/downloads/id/2074/Data_Security_Policy_2.pdf)