



Information Technology Group Electronic Device Assignment Agreement

This agreement shall be signed when a new or redeployed electronic device is assigned to a Leeward Community College (Leeward CC) employee (AKA user) that is purchased with funds to support Leeward CC instruction and its mission including grants, and funds from public and/or private sources.

Glossary

- **Agreement** -- This document--Leeward Community College Electronic Device Assignment Agreement.
- **College** -- Leeward Community College (Leeward CC).
- **User** -- Leeward CC employee--individual identified below who executes this Agreement.
- **College Representative** -- Division Chair or Division Secretary, Unit Head or Unit Secretary, or ITG Staff
- **Electronic Device** -- Desktop or laptop with accompanying charging cord (if applicable) or peripherals; described more particularly below.
- **Warranty** -- The warranty, if any, purchased by the College for the repair of the Electronic Device.

Execution of this Agreement

- By executing this Agreement, the User agrees to the terms and conditions of this Agreement.

General Terms of Assignment

- User shall keep the Electronic Device in good working order and condition.
- User shall be the sole user of the Electronic Device.
- User shall not use the Electronic Device for any illegal or non-educational purpose.
- User shall abide by **UH policies EP 2.210 Use and Management of Information Technology Resources** (<http://hawaii.edu/policy/docs/temp/ep2.210.pdf>) and **E2.214 Security and Protection of Sensitive Information** (<http://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=2&policyNumber=214>).
- User shall return the Electronic Device in good working order and condition to the College as required or at the time of separation of the college.
- User shall receive a new/redeployed device only after a related, previously-issued device has been returned to ITG.
- User desktops and peripherals attached to it must remain in the assigned office at all times and are not allowed to leave the campus.
 - o If office relocations are necessary, contact the ITG Helpdesk for disassembling and transportation of equipment to a different location.
- User shall not attempt to remove, alter, or disable any of the installed security software (McAfee, Malwarebytes), Inventory agent (KBOX), Operating System (Microsoft Windows or MacOS), or install any other versions other than the ones installed by ITG.
- User shall not alter, disable or remove the Helpdesk account on Electronic Device.
- User shall not install licensed software applications not purchased by the University or Leeward Community College without prior consent of ITG.
- User shall understand that computer reports will be provided to Divisions and Units to conduct physical inventories, therefore, user must physically provide electronic devices to be accounted for and cross references.
- User shall have only one Leeward CC Electronic Device (desktop or laptop) assigned to him/her.
 - o Exceptions will be considered on a case-by-case basis by the Dean of Academic Services and must be approved by the Division Chair or Unit Head.

General Care Guidelines

- User shall store the Electronic Device in a secure location and away from heat, water, or other damaging elements.
- User shall not modify or upgrade the Electronic Device or otherwise deface the Electronic Device.
- User shall exercise caution when eating or drinking around the Electronic Device.
- User shall report any accidental damage to the laptop immediately to the College Representative and ITG. If possible damage such as beverage spills or dropping the device occurs, shut down/off the laptop immediately.
- Accidental warranty applies differently between Apple and Dell brands. Dell will replace the damaged parts if available, If not Dell will replace the laptop with an equal or similar device If the warranty is still valid. Apple will not cover accidental damages and full repair price must be paid regardless of the warranty status.
- User shall ensure the College inventory tag is not removed, remains in tact, and is legible.
 - o If the inventory tag is lost, damaged, or illegible, the User must immediately contact the ITG Helpdesk for a replacement inventory tag.
- User shall bring the Electronic Device to the College for audit checks annually by the College Representative.

- User shall deliver the device for repair to the ITG Helpdesk as needed.
 - o If the device is required hardware repair or Software upgrades, User should not attempt to fix it or bring it to third party companies for repairs other than the ITG Helpdesk.
 - o Internal batteries for laptops are not cover under device warranty as they are considered consumables.

Procedures in the Event of Damage

- User shall follow the procedures outlined below if the Electronic Device is damaged:
 - o Email a description of the damage to the College Representative within twenty-four (24) hours of the damage.
 - o Follow the instructions of the College Representative.
 - o Bring the Electronic Device to the College for inspection as directed by the College Representative.
- Accidental damage of Laptops by Water, Coffee spills or dropped devices should be reported immediately to ITG Helpdesk.

Procedures in the Event of Loss or Theft

- User shall follow the procedures outlined below if the Electronic Device is lost or stolen:
 - o Immediately file a security report (a) with the College Security Office if the Electronic Device was lost or stolen on the College campus or (b) with the Honolulu Police Department if the Electronic Device was lost or stolen off the College campus. The report shall identify the College as the owner of the Electronic Device.
 - o Email the College Representative within twenty-four (24) hours of the loss or theft and provide a description of the circumstances of the theft or loss, including dates, times, and locations.
 - o Provide a copy of the security report to the College Representative within forty-eight (48) hours of filing of the report. (If this deadline falls on a day that the College is closed, then User shall provide the copy of the security report on the next day after the deadline that the College is open.)
 - o Follow the instructions of the College Representative.
 - o Comply with any requirements set by the Insurance, if any, to allow the College to file a claim.
 - o Return all remaining parts, if any, of the Electronic Device as directed by the College Representative.

Device Info

Serial Number: _____ Inventory Tag: _____ Ticket # _____

Device Model: _____ Laptop: _____ Desktop: _____ Valid warranty until: _____

User

Full name: _____ Division: _____

UH email: _____@hawaii.edu Ext: _____

User's Signature: _____ Date: _____

Helpdesk Rep

Name: _____

Signature: _____ Date: _____

Notes:

IT Coordinator

Name: _____

Signature: _____

Date: _____

Dean of Academic Services

Name: _____

Signature: _____

Date: _____

* Justification:

Approved by VCAA / VCAS:_____ Date:_____

* Only one computer per employee will be issued, even if funded from other sources (e.g. grants). Exceptions must be approved by the Chancellor or Vice Chancellor for Academic Affairs (VCAA) or Vice Chancellor of Administrative Services (VCAS).