

**Southern Connecticut State University  
Record of Laptop Computer, Desktop Computer, or Portable Device from the University**

**This form must be completed PRIOR TO RECEIVING a laptop computer, a desktop computer, or other portable devices from SCSU. Send the completed form with signatures to OIT Help Desk.**

The following are the terms regarding your responsibilities related to the use of laptop computer, desktop computer or portable device:

1. You are responsible for the safeguarding of the equipment and controlling its use until its return to the University.
2. The return of the equipment is to be in the same condition as at the time of release.
3. The use of the equipment is ONLY for official state business.
4. Sensitive data (e.g. SSN, credit card #'s, bank account #'s, etc. – Any information specified under FERPA or GLBA) may NOT be stored on portable media or storage device (e.g. laptops, USB stick drives, hard drives, CD's, DVD's or tapes). If there is a compelling business need to store sensitive information on the portable media or storage device, you must make the case in writing and only the President can approve this exception. If the storage of sensitive information is approved, that information must be encrypted. The office of information technology will assist with the encryption.
5. You are required to regularly scan the computer for sensitive information. Unauthorized disclosure or exposure of sensitive information may result in disciplinary action consistent with public act no. 08-167.
6. Completion of the HR On-Line Security module #105 must occur prior to checking out or maintaining possession of this equipment.
7. Theft of the equipment must be immediately reported to SCSU's University Police (203-392-5375), and the local police department where the theft occurred. The theft must also be reported in writing to SCSU's Inventory Control Office.
8. You are not allowed to make private arrangement to transfer your equipment to another employee. If you no longer need the equipment, you must return the equipment to the IT Help Desk. IT Help Desk will notify the inventory control. Your equipment will be wiped prior to redeployment.
9. All equipment must be present during the department's annual physical inventory.
10. Should your position or services be terminated or you resign from the University, you are required to return the equipment to IT Help Desk *prior* to your departure.
11. In addition to these terms, you are also responsible for following all other applicable SCSU policies related to the use of Information Technology.
12. Violation of any of these terms is subject to immediate return of the equipment and/or may also be subject to personal liability and loss of equipment privilege.

**IT-001**

Date \_\_\_/\_\_\_/\_\_\_

Name of Requestor: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Phone Ext. \_\_\_\_\_ Email: \_\_\_\_\_

Off campus address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

\_\_\_\_\_  
Mobile Telephone: \_\_\_\_\_

- Do you have any other “computer on loan” in your possession? \_\_\_\_\_ (Yes/No)
- If “yes” please attach a copy of the existing “Record of Equipment on Loan Request from the University” (IT-001) form.
- **Note: Multiple computers require the approval of the Vice President or Chief Information Officer.**

**Use & Location for this equipment:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Your signature below signifies your understanding of the responsibilities related to this equipment.**

**Signatures:**

Recipient: \_\_\_\_\_ Approved Department Head: \_\_\_\_\_ Approved Vice President/CIO  
(Multiple computers only)

_____ Print Name	_____ Print Name	_____ Print Name
_____ Signature	_____ Signature	_____ Signature
Date ___/___/___	Date ___/___/___	Date ___/___/___

**\*\*\*\*Information below to be filled out by Information Technology at the time of installation\*\*\*\***

<b><u>SCSU Inventory Label #</u></b>	<b><u>Serial Number</u></b>	<b><u>Equipment Description</u></b>
7804-_____	_____	_____

**cc: Facilities**