



Laptop Assignment Record

(Faculty/Staff only)

Name: _____

Date of Issue/Verification: _____ Office: _____

Phone: (home/mobile) _____ (work) _____

Laptop Model: _____

WASP Asset ID#: _____ ETF If **YES** ETF AIS Asset ID#: _____

Serial #: _____

I accept custody of this laptop computer belonging to Virginia Western Community College for official off-campus use.

I have read and agree to the guidelines below.

- Should the equipment be lost or damaged through negligence outside of normal wear and tear on my part, I assume full responsibility and shall make payment to the College at the cost of reasonable repair or replacement value. Damage, loss or theft shall be immediately reported to the Help Desk.
- I understand the College may require the return of the equipment at any time and I will promptly provide the unit upon request.
- Only the VWCC employee listed as the Custodian may use the computer and associated hardware/software. Sharing user ID and password information is expressly forbidden.
- Personally Identifiable Information (PII) shall not be stored on the laptop. This includes any college data as well as that of the Custodian. Please contact the Help Desk if you need clarification regarding what is meant by PII.
- Management and backup of data on the hard disk is the responsibility of the Custodian.
- I understand that I have administrative access to the laptop and as such can modify the configuration. Changes to the system shall not be made to circumvent antivirus software or corrupt security measures. No unauthorized software, apps, hacking tools or games are to be loaded by the Custodian.
- Any troubleshooting and repair work to the laptop is to be performed by VWCC IET staff on the main campus.

Please put a check mark next to ancillary items provided with the unit.

USB Keyboard

Mouse

Monitor (external)

Laptop case

Date of return: _____

Signature of Custodian _____ Date _____

Supervisor Approval _____ Date _____