

Staff IT Equipment Loan Agreement

General IT rules

Last Revised 04/04/2023

1. You may only use the IT equipment loaned to you in accordance with DN Colleges Group's Acceptable Use Policy for ICT Systems. The full policy can be read on the College website and a summary is attached.
2. Neither you nor a third party may alter or upgrade the IT equipment loaned to you.
3. You must not install, or attempt to install, unlicensed software onto the equipment.
4. You must not compromise the security of the loaned equipment or any network to which it is attached.

Keeping IT equipment and data secure

1. You are responsible for the security, usage of the device and the security of data held on the device assigned to you. You will be liable for any inappropriate activity carried out on your device either by you or others, please ensure:
 - Your device is set to automatically lock after a short period of inactivity
 - Do not leave your device unlocked and unattended at any time, whether at work or at home.
 - Do not allow anyone else to use the equipment loaned to you, this includes learners or non-staff.
 - Do not share your logon details with anyone.
 - Do not store data locally on the equipment, please use OneDrive.
2. In the event of theft, IT equipment will only be deemed stolen if you are able to provide the IT Helpdesk with a crime number.

Care & return of loaned IT equipment

1. The IT equipment loaned to you is the property of DN Colleges Group.
2. You are responsible for the care of the IT equipment loaned to you. Any loss or damage must be reported to your line manager and the IT Helpdesk immediately. When transporting equipment in vehicles, it should be locked out of sight and not stored for longer than necessary.
3. College devices are assigned to you for an agreed period. You must not transfer IT equipment to another colleague or anyone else, nor dispose of it in any way.
4. If you no longer require the assigned equipment, please return it to the IT Helpdesk, and it will be data cleansed, reimaged, and reassigned to a new user.
5. If you do not return the equipment when requested, or if you damage it through misuse or negligence, the College will seek to recover the replacement costs.
6. You are responsible for the prompt return of the IT equipment either at the end of your employment, or if you are asked to return it by a member of IT staff or your line manager.
7. If you fail to return IT Equipment at the end of your employment you will receive an initial phone call, letter requesting the return of equipment by a specific date and if there has still been no response then the matter will be referred to Finance who will seek to recover equipment costs this could result in a referral to a debt collection agency.

Description of equipment

Asset Number or Sim No: _____ Asset Serial No.(or IMEI) _____

Asset Make & Model: _____ Asset Phone No: _____

Issued to:

PLEASE PRINT

**Please Don't Sign - You will have
signed this upon collection, this is a
copy of the terms for your record**

Staff Name: _____ Staff ID.: _____ Job No.: _____

I agree to the above Terms and Conditions and acknowledge receipt of the equipment described above.

IT Engineer

Date Issued _____ **Signed** _____ **Signature** _____

Date Returned _____ **Signed** _____ **IT Engineer**
signature _____

Acceptable Use Policy for ICT Systems - Summary

College IT facilities are to be used for work and research. When using these facilities, you must not:

- Purposefully mistreat systems or tamper with systems and their normal set-up or operation, including the removal of any labels, markings or instructions attached to equipment.
- Load software without the agreement of the Helpdesk
- Create or transmit (other than for properly supervised and lawful research purposes) any offensive, obscene, or indecent images, data or other material.
- Introduce "viruses", "worms", "trojan horses" or other programs which have a harmful or nuisance affect.
- Create or transmit material which is designed or likely to cause annoyance, inconvenience, or needless anxiety.
- Create or transmit defamatory material.
- Share or document staff or learners' personal data in a way that contravenes the data protection act
- Transmit material such that infringes the copyright of another person.
- Transmit unsolicited commercial or advertising material
- Access facilities or services without authorisation
- Continue to use an item of networking software or hardware after the Digital Technologies team or authorised body has requested that you stop.
- Deliberately waste the time of staff involved in the support of Group ICT facilities or take actions conscious that these will create issues for staff to rectify and resolve.
- Corrupt or destroy other users' data.
- Violate the privacy of other users.
- Disrupt the work of other users.
- Use the College's network and Internet service in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of network equipment).
- Purchase unauthorised goods and/or services through the College's network and/or Internet services.
- Share unauthorised use of personal data or unauthorised provision to a third party of personal data contained within any of the Colleges IT systems

Failure to comply with any of the above may result in withdrawal of access to ICT facilities at the discretion of the Head(s) of the Department(s) concerned. It may also result in a formal disciplinary procedure.

The full policy is available to read on the College website

If you encounter faulty IT equipment within the college, please notify the Helpdesk staff as soon as possible and they will ensure appropriate steps are taken to rectify the fault.

