



Appropriate Use and Responsibility Agreement
Educational Technology Services and Administrative Services
Employee Portable Computer Program
Executive Summary and Signature Page

_____ **Individual** _____
_____ **Pooled** _____ **Property ID** _____
_____ **Serial Number** _____

Monroe Community College provides portable computers (laptops, notebooks and netbooks, etc.) collectively known as 'laptops' to faculty and staff members whose professional responsibilities require off-campus access to computer systems to conduct college business. A decision to provide a laptop is based upon identifiable need and available budget. The program does not change college expectations about attendance or other work practices.

The laptop assigned to you with the property ID noted above is intended for use for college-related business. By signing this document, your name will be assigned to this laptop. Use of the laptop should be within the standards of good judgment and common sense, in compliance with the college's Code of Conduct for Users of College Computer Systems¹, and practices set forth in the MCC Cyber Security Policy¹, and as required through the terms and conditions of applicable software license agreements.

The laptop assigned to you remains the property of Monroe Community College regardless of the funding source used to purchase the unit and as such must be inventoried as part of the college wide physical inventory. **You will be required to physically bring the laptop to a designated campus location once per year for inventory purposes. Failure to provide the laptop for physical inventory will result in the item being listed as "unlocated." It is your responsibility to reimburse the College from personal funds for the replacement of "unlocated" laptops unless otherwise determined.**

This program requires other conditions and responsibilities regarding setup, maintenance, repair, and security. These are delineated in the Guidelines for Appropriate Use and Responsibility Agreement¹.

Your signature below indicates that you have read this Executive Summary and Attachments and have had your questions about laptop ownership and use answered. You will need to sign this agreement before you will be issued a laptop through the program.

¹detailed on the reverse side of this page.

Employee Name (print) Date Authorizing Supervisor (print)

Employee Signature Supervisor's Signature

DO NOT WRITE BELOW THIS LINE UNTIL UNIT IS RETURNED BY EMPLOYEE

Date Laptop Returned by Employee College Representative Receiving Laptop (print)

c: T. Regan, Property Control
D. Pogroszewski, CNS

College Representative Signature