

**University of Louisville**  
**College of Education and Human Development**  
**Information and Usage Agreement for Laptops, PDA's and Workstations**

Name \_\_\_\_\_ Date \_\_\_\_\_

U-Link User ID \_\_\_\_\_ Office Room No. \_\_\_\_\_

Department \_\_\_\_\_ Office Phone No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Building Location \_\_\_\_\_

Faculty     Lecturer     Staff     Graduate Student     Student Worker

Full-Time     Part-Time

I have not been assigned any University of Louisville equipment.

I have been assigned to use and be responsible for the following University of Louisville equipment:

Equipment Description	UL Tag Number *	Location

\* If it has no UL Tag Number please use serial number.

I acknowledge that the above information is complete and accurate regarding equipment that is in my possession at home and or work. \_\_\_\_\_(Initial)

I understand that this equipment is the property of the University of Louisville. \_\_\_\_\_(Initial)

**CEHD Policy on Compliance with Software Licensing Requirements**

The College of Education and Human Development fully supports and seeks to follow all aspects of University of Louisville policies on software licensing compliance and adhere to copy right law.

In the CEHD, the Director of the Educational Resource & Technology Center is charged with the responsibility to monitor compliance by faculty, staff and graduate assistants. Assessing compliance is accomplished by regularized audits of computers and by on-going observations.

1. If the Director of the ERTC (or staff) identifies possible non-compliance, the concern will be presented immediately to the faculty/staff member for resolution within 10 working days.

2. If the non-compliance is not resolved within the established timeframe, the Director of the ERTC will send a notice to the Dean of the CEHD, with a copy to the faculty/staff member, for appropriate action.

**I agree to the following terms:**

Software Certification

I certify that my use of University computing equipment adheres to all University software compliance policies and copyright laws. Software installed on the computing equipment assigned to me is fully authorized and licensed, and appropriate documentation is available for review and audit. \_\_\_\_\_ (Initial)

Computer Usage Guidelines

I understand that this property is to be used for conducting University business and I will return it to the ERTC at such time as I no longer need to use it for such purpose. I will also return it when my employment with the University has ended. \_\_\_\_\_ (Initial)

I am responsible for the safekeeping of the equipment. If it is lost, stolen, or broken, I am responsible for replacement costs not covered by the University's Insurance policy through Risk Management. If there is any damage due to neglect or abuse I may be held accountable. If the equipment is not operating properly, I will return it to the ERTC for repairs. \_\_\_\_\_(Initial)

I understand that loading or installing any software or using it for any activity that is not required to perform my duties as an employee is considered to be inappropriate use of a University of Louisville computer and could be subject to review. \_\_\_\_\_(Initial)

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Signature

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Date

**Please return form back to Gary Mitchell in the ERTC**

**Thank you for your prompt response.**

For additional equipment if needed:

<b>Equipment Description</b>	<b>UL Tag Number *</b>	<b>Location</b>