



Policy 7: Home Use of Virginia Tech Property

Northern Virginia Center faculty and staff may be assigned computers, laptops, cell phones or other equipment for use outside the Northern Virginia Center. Anyone whose salary is paid from the Graduate School Account (016100) and who is issued property must read and sign the following memorandum. The original memorandum will be filed with the Northern Virginia Center Information Systems office, and a copy of the memorandum will be retained by the individual.

MEMORANDUM

TO:

FROM: Associate Dean of the Graduate School in the National Capital Region and
Director of the Northern Virginia Center

DATE:

SUBJECT: Home Use of Virginia Tech Property

You have been assigned a Virginia Tech-owned [desktop computer/laptop computer/cell phone] for home use. The [equipment] consists of the following components:

[LIST ALL HARDWARE, SOFTWARE, CABLES, ETC.]

In accepting this [equipment], you agree to the following:

- You will adhere to the guidelines outlined in University Policy 7000: Acceptable Use and Administration of Computer and Communication Systems;
- If necessary, you will bear the costs of an internet service provider of your choice;
- You will not tamper with or remove the security protocols installed on the equipment;
- You will return the equipment to the Northern Virginia Center upon termination of your employment, or whenever requested by your department supervisor;
- Any abuse of Northern Virginia Center 's systems from this equipment will require its immediate return to the Northern Virginia Center.

- For computers, support from ComputerHelp will be on a best-effort basis via telephone. For major problems, you will be required to bring in the central processing unit for ComputerHelp repair.

Received Equipment on _____

Name (printed) _____

Department _____

Signature _____

Equipment Returned on _____

Received By (Print) _____

Notes _____

July, 2010