

Electronic Device User's Responsibility Agreement

By reading and signing this User Agreement and Guideline form you agree to the following:

1. The employee assumes responsibility for proper use and care of equipment. Electronic devices are to be used for university business only.
2. In the event of theft, the employee agrees to report theft to their Shop Supervisor immediately.
3. Protect the device from damage, temperature extremes, sunlight, heat (enclosed vehicle), water or other elements that would damage the device.
 - a. Do not leave the device inside vehicles for any period of time. Leaving a mobile device or other electronic device in a vehicle overnight can cause damage due to moisture and condensation. Leaving an electronic device in a vehicle during the day can also cause damage due to extreme heat.
 - b. Use care not to drop your device, place pressure on or around the LCD screen or eat/drink around the device.
4. Be sure when connecting cables they are not pulled taut or kinked. If any cables are damaged, contact Facilities Systems Group immediately for a replacement.
5. If other software or hardware accessories are needed for your mobile device, please contact Facilities Systems Group.
 - a. Software or applications that are not already installed are subject to evaluation and approval prior to installation (Requests will be approved by management).
 - b. Only the Facilities System Group will be allowed to install software and applications.
6. If any technical problems arise, please contact Facilities Systems Group immediately.
7. Electronic devices are assigned to an individual who assumes responsibility. Do not allow coworkers to borrow your device. If a device needs to be reassigned (permanently or temporarily), contact Facilities Systems Group immediately.
8. Devices are to be returned to the designated charging station prior to your shift ending. Devices are not to go home.
9. The University has the right to charge employees for replacement or repair if the employee has a history of carelessness or negligence of the device.

Description of the item: _____

Asset Number: _____ Serial Number: _____

Issue Date: _____

First Name: _____ Last Name: _____ TXST ID: _____

Employee's Signature: _____

Department Head Signature: _____