

CIAS
Laptop Loan Agreement

To be completed by applicant:	
Name:	College/School:
University ID Number:	Supervisor/Sponsor:
Email:	Status Type: Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Start Date: _____ End Date: _____
Phone #	
Cell #:	
Room #	
IMPORTANT – PLEASE READ BEFORE SIGNING	
In consideration for the use of this loaned equipment, I hereby agree to the terms of this loan agreement as stated below:	
A. Recognize that this equipment requires care in handling and use and you agree to take utmost care in the use of the borrowed equipment. B. Return equipment on loan under this agreement upon your departure from RIT. C. Abide by the RIT Code of Conduct for Computer and Network use and the RIT policy regarding Digital Copyright. http://www.rit.edu/academicaffairs/policiesmanual/sectionC/C82.html D. Will not store or access private information E. Agree to perform the required monthly Identity-Finder scan and remediation of suspected personal Information in accordance with the Private Information Management Initiative requirements. http://www.rit.edu/security/content/rit-faculty-and-staff-responsibilities F. Perform the required updates through Managed Software Updates to maintain the security of the operating system and applications. G. Will not circumvent virus protection or security of the machine. H. Understand that commercial (for profit) use of equipment and facilities is strictly prohibited. I. Agree to allow this signed agreement to serve as binding to any and all future equipment loans that you make from the RIT/CIAS. J. Promptly inform CIAS Tech if damage or loss occurs to this equipment. All thefts of RIT owned assets should be immediately reported to Public Safety at 585-275-3333 and CIAS Tech at 585-475-6191. Service of this device is the responsibility of CIAS Tech	
Applicant: By signing this form, you take full responsibility for the safekeeping of this equipment and the information stored on it. You agree to not store or access private information.	
Laptop/iPad/Tablet inventory: RIT Asset #: _____ CIAS Tech #: _____ _____ (Date) _____ (Please Print) _____ (Sign)	
To be completed by Supervisor/Sponsor of Applicant's Department: _____ (Date) _____ (Please Print) _____ (Sign)	
To be completed by CIAS Tech: _____ (Date) _____ (Please Print) _____ (Sign)	