

**Jacobs School of Music  
Departmental Computing  
Indiana University – Bloomington**

**Off-site use of Office Equipment**

Employee use of a laptop computer or other equipment at an off-site location may be approved with the understanding that:

- The equipment remains the property of Indiana University and can be recalled by the university at any time.
- Inappropriate use of the equipment or privilege may result in recall of the equipment.
- If the employee leaves the employment of the university, the equipment is to be returned prior to the employee's last day.
- It is the responsibility of the employee to package and transport equipment on loan in a reasonable and responsible fashion, and, in the event of a recall, to facilitate its return to the proper university department.
- In the event the laptop computer or other equipment which the employee receives is lost, stolen, damaged, broken or non-functioning beyond reasonable repair, the employee must contact **MIT**S for instructions. Unusable equipment must be returned to the university for inspection, storage or disposal.
- The employee is responsible for maintaining university policies related to operating system security and sensitive data storage. Please review these documents:

**Security:** <https://protect.iu.edu/cybersecurity/computers>

**Risk Management :** <http://rmweb.indiana.edu/orm/SiteMap2.cfm?todo=deductibles>

**MIT**S Policies: <http://www.music.indiana.edu/departments/offices/music-information-technology-services/policies.shtml>

Equipment Info:

Type/Model: \_\_\_\_\_ S/N: \_\_\_\_\_ IU Tag#: \_\_\_\_\_

I agree that the equipment listed above is inclusive of all Indiana University property being used by employee off-site.

I understand and agree with the above conditions for removing and using office equipment off-site.

Employee:

_____ Signature	_____ Print Name	_____ Date
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Fiscal Officer Approval:

_____ Signature	_____ Print Name	_____ Date
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MITS Head Approval:

_____ Signature	_____ Print Name	_____ Date
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