

User Info

Name: _____ Onyen: _____

Affiliation: Faculty Student Staff Other: _____ PID#: _____

I agree to/acknowledge the following:

1. I agree to the UNC-Chapel Hill Acceptable Use Policy: <https://unc.policystat.com/policy/4618945/latest/>
2. I agree to the UNC-Chapel Hill Personal Use Policy: <https://unc.policystat.com/policy/4469257/latest/>
3. I acknowledge that my SOE issued technology is the sole supported technology for my work functions, that the use of personal technology for work purposes is strongly discouraged, and if I choose to use personal technology I do so without technical support from EdIT and acknowledge my responsibility to follow all data security requirements.
4. I agree not to store any Sensitive Data (definition: <https://help.unc.edu/help/what-is-sensitive-data/>) anywhere except the education file server or OneDrive without first consulting with EdIT to determine appropriate security precautions. SSNs, IRB Level III, HIPAA, and credit card data should never be stored anywhere without consultation from EdIT.
5. I acknowledge that to ensure data reliability I should store all work-related data on the education file server and/or OneDrive where it is backed up redundantly, and that EdIT is not responsible for data recovery for any other locations, including files stored locally on my machine.
6. I acknowledge that upkeep of my device(s) is a shared responsibility between myself and EdIT. I will install updates as soon as possible whenever prompted and will restart my device(s) at least once per week. Should EdIT need access to my device to perform maintenance, I agree to promptly arrange access.
7. I acknowledge that care and security of my technology is my responsibility. I will not leave my device(s) unsecured or logged in and will immediately report any damage or loss of the device to EdIT.
8. I acknowledge that I am personally responsible for all technology assigned to me, including adapters and cables. Should any of my technology be lost, damaged, or stolen due to my negligence, I acknowledge that it may not be replaced. Examples of such negligence include, but are not limited to, broken/cracked screen, liquid damage, temperature extremes, etc.
9. I agree to return all equipment when my employment with the SOE concludes. I also acknowledge the SOE may require return of the technology due to loss of supporting funds or any other reason deemed necessary by the SOE or University.
10. I acknowledge that the University and the SOE accept no responsibility for any unauthorized use of my technology or for data not stored and/or backed up properly.

Initials

User's Initials: _____

EdIT Initials: _____

Equipment

Equipment assigned to user in EdIT inventory system should be attached to this agreement, initialed, and dated by the user and EdIT representative.

Inventory Report(s)

Initial inventory report date: _____ User Initials: _____ EdIT Initials: _____

Changes in equipment less than \$250 can be logged within the same agreement with acknowledgement by the user and EdIT. These changes should be logged below, and inventory reports should be attached to the agreement and initialed/dated by the user and EdIT representative. Changes in equipment greater than \$250 require a new agreement with supervisor approval.

Inventory report modification date: _____ User Initials: _____ EdIT Initials: _____

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Inventory report modification date: _____ User Initials: _____ EdIT Initials: _____

Inventory report modification date: _____ User Initials: _____ EdIT Initials: _____

Agreement

By signing below, I acknowledge that all equipment assigned to me is University property and agree to comply with all conditions of this agreement. I also acknowledge the inclusion of the EdIT inventory report in this agreement, and possession of all items listed.

The SOE reserves the right to ask employees to confirm possession of University property or to modify this agreement at any time. Modifications to the agreement will require notification to the user and signing of a new agreement.

User's Signature: _____ Date: _____

EdIT Signature: _____ EdIT Printed Name: _____

Equipment Renewal/Return

Type: Renewal Return

Renewal

EdIT acknowledges the return or issuance of any applicable technology and a new agreement in place.

EdIT Signature: _____ Date: _____

EdIT Printed Name: _____

Return

I acknowledge that I've returned all SOE owned technology.

User's Signature: _____ Date: _____

EdIT acknowledges the return of all SOE owned technology.

EdIT Signature: _____ Date: _____

EdIT Printed Name: _____