

IU Office of the Vice President for International Affairs

Off-site use of Computing Devices

Employee use of an IU laptop computer or other handheld or tablet device at an off-site location may be approved with the understanding that:

- The device remains the property of Indiana University and can be recalled by the university at any time. Inappropriate use may result in recall.
- If the employee leaves the employment of OVPIA, the device is to be returned prior to the employee's last day.
- It is the responsibility of the employee to package and transport the laptop or other device in a reasonable and responsible fashion, and, in the event of a recall, to facilitate its return to the Executive IT Office in Bryan Hall, or to the Local Support Provider (LSP) for OVPIA units in other buildings.
- In the event the laptop or other device is lost, stolen, damaged, broken or non-functioning beyond reasonable repair, the employee should contact Executive IT or the LSP for instructions. Unusable equipment must be returned to the university for inspection, storage or disposal.
- ExecIT installs PGP encryption software to secure laptop hard drives. The laptop should always be shut down before transport so that files remain inaccessible in case of loss or theft.
- No sensitive information (SSNs, credit card/bank account) should be saved on the device.
- The employee is responsible for reviewing university guidelines for laptop security and sensitive data storage: <http://protect.iu.edu/cybersecurity/computers>

Description of device: _____

Model or serial #: _____ EPIC doc # _____

Anticipated Return Date: _____

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

Employee:

Signature	Print Name	Date
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Fiscal Officer Delegate Approval:

Signature	Print Name	Date
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Director of Finance Approval:

Signature	Print Name	Date
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RETURNED: _____ FO/delegate verification: _____

Date Signature