



Policy No. 5.015
Northwest Louisiana Technical College

Moveable Technology Equipment Policy and Agreement

Original Adoption: May 21, 2018
Effective Date: May 21, 2018
Last Revision: May 21, 2018

The Northwest Louisiana Technical College encourages all faculty and staff to use technology to facilitate work in the classroom, office, at meetings and trainings. To assist employees with technology use, the College will at times issue moveable technology equipment (i.e. - iPads, laptop computers, hot spots and/or cell phones). The devices issued are provided to assist with job responsibilities. It is expected that employees will need to be mobile with these devices, so this policy is to assist employees to better understand their responsibilities when issued moveable equipment.

Employees issued any technology device and/or accompanying accessories will be expected to guard the equipment from loss, theft and damage. If the equipment is lost, stolen or damaged, it will be the employee's responsibility to pay the College for the cost of replacing or repairing the equipment. It is the employee's responsibility to inform Human Resources as soon as possible if the assigned equipment is lost, damaged or stolen. Replacement cost will be determined by obtaining price quotes to determine actual cost to replace the piece of equipment at its pre-loss condition or the cost to repair damaged equipment. *If the particular piece of equipment cannot be replaced with the same item, the replacement cost will be the value of the next most similar piece of equipment.*

Replacement Cost: The amount that an entity would have to pay to replace an asset at the present time.

Since the moveable technology equipment (i.e. - iPads laptop computers, cell phones and/or hot spots) are property of Northwest Louisiana Technical College, the policies found under the Information Technology section of College policies extend to the use of any of these pieces of moveable technology equipment. Employees have no expectation of privacy on the College owned equipment they are issued for business purposes.

The Moveable Technology Equipment Rules and Regulations must be signed and reviewed by all employees who are issued equipment and accompanying accessories. The NWLTC Moveable Technology Equipment Acceptance form must be completed by the employee and signed by all College officials listed. Once the forms are completed and signed, the Chief Facilities Officer will keep a copy of

the form for their records and the originals will be sent to Human Resources to be filed in the employee's official employee file.

When an employee terminates employment with NWLTC, Human Resources will check the employee file for any NWLTC Moveable Technology Equipment Acceptance forms. If the employee returns the moveable technology equipment and accompanying accessories in working order, free from damage it will be notated on the employee checkout form and the iPad Acceptance form.

If the employee is unable to return the moveable technology equipment and accompanying accessories or the equipment is damaged, the Chief Facilities Officer and Chief Finance Officer will be notified immediately by Human Resources. Human Resources will then work to secure payment from the departing employee before a final paycheck is issued.

Approved:

A handwritten signature in blue ink, appearing to read 'Earl W. Meador', is written over a horizontal line.

Earl W. Meador, JD
Director



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Notice of Receipt

Each NWLTC employee assigned any moveable technology equipment shall have a signed Notice of Receipt form on file, stating they have read and agree to terms of the Moveable Technology Equipment Policy.

I _____ have read and agree to terms of the Moveable Technology Equipment Policy.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Moveable Technology Equipment Rules and Regulations

Read and initial each statement

_____ I understand that I am being issued Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot) as a tool to facilitate my work.

_____ I understand that I am responsible for the Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot) issued to me and that I will care for the equipment in such a manner as to prevent loss or damage.

_____ The Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot) is only a work tool and should be brought to work each day.

- _____ The Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot) should be transported in its case and stored carefully so it is not susceptible to damage. I may not make any permanent personally identifying marks on the equipment including adhesive labels/stickers.
- _____ The Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot) should never be left unattended after office hours, weekends, holidays, etc.
- _____ The Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot) should not be left unattended in any public area.
- _____ Acceptable storage of Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot) during office hours includes locked desks, cabinets or other secured spaces not visible when the equipment is not in the user's possession.
- _____ The Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot) should not be left inside a vehicle where temperature extremes can permanently damage the unit and/or its components or could be visible resulting in theft.
- _____ In the case of any damages or abuse of the Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot), or because of my failure to follow company technology acceptable use policies, including this agreement, I understand I will be held responsible for the replacement/repair costs for the equipment.
- _____ I understand that upon termination, I am expected to return the Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot) in proper working order.
- _____ I understand that continued failure to return equipment may be considered theft by the company and may lead to criminal prosecution.
- _____ I understand that in the case it is lost, stolen or damaged I will still be held responsible for the replacement/repair costs for the Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot).
- _____ I understand that the Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot) issued to me must be kept with a passcode in order to open and operate.
- _____ I understand all students or employee information retained on the Moveable Technology Equipment (i.e. - iPad, laptop, cell phone and/or hot spot) is to be guarded and kept confidential at all times.
- _____ I understand that I am not to trade, let borrow or give my equipment to another employee without proper assignment and approval of the Chief Facilities Officer and Human Resources Officer. I understand that I will still be held responsible for the equipment if I fail to obtain proper approval and assignment of the equipment.

_____ I understand not every possible scenario can be thoroughly described or known at this point in time.

Employee Signature Date Supervisor Signature Date

All signatures must be obtained

Human Resource Director

Date Received

Chief Facilities Officer

Date Received

Chief Finance Officer

Date Received

**Northwest Louisiana Technical College
Moveable Technology Equipment Acceptance Form**

Date: _____ Asset Tag Number: _____ Serial Number _____

Name: _____

Program/Department: _____

Cell Phone Number: _____

Date Assigned: _____

If employee is issued multiple pieces of moveable technology equipment, a separate form should be signed for each piece of equipment.

I understand that iPads, laptop computers, cell phones, hot spot or any other moveable technology equipment, and/or accessories that Northwest Louisiana Technical College has provided to me are the property of Northwest Louisiana Technical College. I agree to the terms outlined in NWLTC's Employee Moveable Equipment Policy and the Network Access Agreement.

I understand that I will report any damage, loss, or theft of the moveable technology equipment to the Chief Facility Officer, Human Resource Officer and NWLTC Administration. Additionally, I understand that I will not be held responsible for moveable technology equipment problems resulting from regular school-related use;

however, I understand that I am personally responsible for any damage, theft, or loss of the moveable technology equipment and accessories due to negligence.

I understand that a violation of the terms and conditions set out in the NWLTC's Employee Moveable Equipment Policy and the Network Access Agreement will result in the restriction and/or termination of my use of the NWLTC's iPads, equipment, and/or accessories and may result in further discipline up to and including termination of employment and/or legal action.

Items Loaned/Condition:

<input type="checkbox"/> iPad	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
<input type="checkbox"/> Power Supply and Cable	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
<input type="checkbox"/> iPad Case	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
<input type="checkbox"/> Laptop computer	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
<input type="checkbox"/> Laptop power supply and cable	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
<input type="checkbox"/> Laptop case	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
<input type="checkbox"/> Cell phone	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
<input type="checkbox"/> Cell phone case	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
<input type="checkbox"/> Cell phone charger	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
<input type="checkbox"/> Hot Spot	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>
<input type="checkbox"/> Other	Yes <input type="checkbox"/> No <input type="checkbox"/>	New <input type="checkbox"/> Used <input type="checkbox"/>

If other is checked, list asset _____

Comments: (overall condition, scratches, dents, etc.)

Employee Signature Date Supervisor Signature Date

All signatures must be obtained

Human Resource Director

Date Received

Chief Facilities Officer

Date Received

Chief Finance Officer

Date Received