

**IT Equipment Loan Form**

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| Name: | Line Manager: |
| Start Date: | Line Manager Position: |
| Department: | Division: |

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| **List of equipment**  *[Detail all loaned equipment here, noting any model numbers or other distinguishing features to aid identification]* |
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The equipment detailed above and all associated accessories including [monitors, power supplies, peripherals, adapters, storage devices and cables] and any other IT equipment provided to you by the University (the “Equipment”) is and remains the property of the University.  It is provided to you for the purpose of your role and must be used for that purpose.  Upon termination of your employment or engagement, or beforehand upon the request of the University, you must immediately deliver the Equipment to [POSITION] at the University.

Please read the form below carefully prior to signing and dating the form, to show your agreement to the terms on which the Equipment is provided.

In accepting the use of the Equipment, I agree to the following conditions:

1. I understand that I am solely responsible for the Equipment whilst in my possession or under my control.
2. I shall follow any instructions given by my IT support team in relation to my use of the Equipment.
3. I shall return the Equipment to my IT support team within 3 working days of any request.
4. I shall keep the Equipment in good working order and will promptly notify my IT support team of any defect or malfunction during my use.
5. I shall not install and / or download any unauthorised software and / or applications
6. I shall abide by the University’s IT Regulations 1 of 2002 as published on the University website.
7. If the Equipment is lost, stolen or damaged, I shall report the incident to my IT support team within 24 hours.
8. If any loss or theft of or damage to the Equipment is determined to be caused by my negligence or intentional misuse, or if I fail to return the Equipment upon termination of my employment/engagement or on request, I shall assume the full financial responsibility for repair costs or fair market value of the Equipment, and the University may deduct any such sums owed by me from my salary or any other sums due to me from the University.
9. I understand that the Equipment remains the property of the University of Oxford and must be returned on request or on termination of employment/engagement, regardless of its age, state or market value.
10. I am aware that any breach of the above conditions or any of the policies referred to may render me liable to disciplinary action under the University’s procedures.
11. I shall familiarise myself with the following University wide [and departmental] IT policies:
    * 1. The [University’s IT Regulations 1 of 2002](https://governance.admin.ox.ac.uk/legislation/it-regulations-1-of-2002)
      2. The [Information Security Policy](https://www.infosec.ox.ac.uk/guidance-policy), including the [Information Security and Data Privacy Awareness Training](https://infosec.ox.ac.uk/do-the-online-training)
      3. [Departmental policies]

**Employee**  **Line Manager**

Signed: Signed:

Date: Date: