**SOUTHEAST TEXAS AREA ASSEMBLY**

**Computer Equipment Custody Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have been issued computer equipment (see below) for use in my service position of Southeast Texas Area Assembly.

 I understand that the Information Technology (IT) Committee may recall or inspect this equipment at any time.

 I understand, and agree, that I:

* Will not disable or edit the IT administrative account
* Will not disable or edit antivirus software or settings
* Will not change or edit the hardware configuration
* Will not install software that may be harmful to the machine or compromise the security or confidentiality of the information stored on the machine
* Will install personal software and files at own risk
* Am responsible for all data stored on the machine, its backup and its confidentiality
* Will abide by the IT Guidelines as established by the Southeast Texas Area Assembly

I agree to take all precautions, within my control and ability, to keep this equipment safe and in working order. Precautions include, but are not limited to:

* Transporting the equipment in a protective case or bag
* Placing the equipment out of sight if left in a vehicle, in a public area, or at the Assembly
* Placing the equipment in a secure, locked location when it is not in my possession
* Equipment should be secured by provided cable lock

I also agree to take responsibility for all costs incurred for repairs or damages not covered by the warranty that are also deemed negligent by the IT Committee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Checked out to (Printed Name) Checked out by (Printed Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Signature

***For IT Committee Use Only:***

|  |
| --- |
| Serial Number: Replacement Value:Description/Notes:Check out date: Check in date: |