

CAPITAL AREA WORKFORCE PARTNERSHIP TECHNOLOGY LOAN

Per **Administrative Policy #108: Information Technology (IT) Support** "IT support is provided through an arrangement with Henrico County. This policy provides contracted service provider staff with guidance when seeking IT support within the Capital Region's Workforce Centers, and is effective on the date of issuance."

Covered Equipment

Desktop computers	Keyboards	Desktop Printers	iPads
Laptops	Scanners	Monitors	Projectors

General:

- Loan requests for all equipment are fulfilled on a first come first serve basis and dependent upon existing inventory.
- Loan requests are to be submitted using the online Device Loan Request form.
- Equipment must be picked up by the person reserving the device.
- When equipment is requested for an event the device may be retained for the duration of the event but must be returned within 24 hours of event ending. Failure to return the device may result in suspension of the right to borrow any equipment in the future.

Usage:

1. Any equipment issued by the CRWP is only to be used for WIOA related purposes.
2. Any CRWP materials taken home should be kept in the possession of the employee at home and not be made accessible to others.
3. Please do not prevent automatic updates to device operating systems or security updates.
4. **DO NOT** install new software, software updates or software modifications to equipment.
5. It is recommended you save documents to a secure flash drive or Office 365 storage area. (if applicable)
6. The WIOA Title I Program will not pay work-related voice and data communication charges.
7. The employee remains obligated to comply with all Henrico County rules, practices and instructions.
<https://henricova.sharepoint.com/IT/ITPolicyAndGuidelines/Forms/Policy%20View.aspx>
8. The WIOA Title I Program will not pay work-related voice and data communication charges.
9. CRWP will not deliver, set up, remove or pick up technology from staff homes; staff must be able to transport the technology in a safe protective manner.

Security:

- All use must comply with Henrico County's IT policies and Administrative Policy #108: Information Technology (IT) Support.
- Do not leave the equipment in a vehicle.
- Do not loan the equipment to anyone
- Do not leave the equipment unsecured.
- Do not store personal information on the device.
- Do not share password or passcode with anyone.

CARE:

- Do not write, draw, paint, place stickers/labels or otherwise deface the equipment or its case.
- Do not keep food, drinks, or food wrappers in the same bag as the equipment.
- Do not use force when inserting or removing cords, cables, or other removeable storage.
- Do not expose the equipment to extreme temperatures (hot or cold), or direct sunlight for extended periods of time.
- Never put weight on top of the equipment.

Return:

The device must be returned at the date and time specified at the time of the loan. Borrower acknowledges they may be held financially responsible if the equipment is damaged, lost or not returned to CRWP by the date and time specified. All devices must be returned even if damaged.

I agree to the above terms and conditions concerning the loan of the computing equipment.

Print Name: _____

Phone Number: _____

Email Address: _____

Organization: _____

Signature: _____ Date: _____