

HOME USE OF USBE COMPUTER EQUIPMENT

I agree to exercise due diligence and care in the use, maintenance, and safeguarding of any equipment and/or software provided by Utah State Board of Education (USBE). I agree to abide by USBE rules and policies with regard to the use of this equipment. **I acknowledge that misuse/abuse of the equipment or violation of the USBE rules/policies may result in disciplinary action being taken against me. Disciplinary action may include the loss of telecommuting/teleworking privileges and payment for equipment damages.**

I acknowledge that all USBE-owned hardware and software will be returned upon completion of telecommuting/teleworking or as otherwise directed. Any USBE supplied software will not be copied or distributed to a third party. I will not install any unauthorized software or hardware on the designated equipment without the written authorization of my supervisor and the USBE Information Technology Department.

Agency-Provided Hardware

Device	Manufacturer	Model	Serial #	USBE Inventory #

Employee Name:

Employee Signature: _____

Supervisor Signature:

IT Signature:

Date: