

## Laptop User Agreement Form

**In accepting the use of an NFTS staff laptop, I agree to the following conditions:**

- 1 I understand that I am solely responsible for the laptop whilst in my possession.
- 2 I shall keep the laptop in good working order and will notify IT of any defect or malfunction during my use.
- 3 I shall not install or download any unauthorised software or applications.
- 4 I shall not allow the laptop to be used by an unknown or unauthorised person. I assume the responsibility for the actions of others while using the laptop.
- 5 I shall abide by the NFTS's Conditions of Use of IT Facilities, as previously signed by myself and available from HR.
- 6 I will report the loss, theft or damage of the laptop to IT within 24 hours of the incident taking place.
- 7 I shall assume the full financial responsibility for repair costs or fair market value of the laptop If the laptop is lost, stolen or damaged and it is determined to have been caused by negligence or intentional misuse.

Signed

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Date Signed

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Name:	Laptop Asset Tag:
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