

# DEPARTMENT OF INFORMATION TECHNOLOGY EQUIPMENT LOANER PROGRAM

The Department of Information Technology (DoIT) provides loaner services for laptops and projectors to government employees. The main purpose of the Equipment Loaner Program is to provide a more convenient way, for Public Servants to carry out their relevant functions. These items are also provided to assist in the further utilization of technology for special circumstances and events. For this reason, loaner equipment can only be checked out on a short term basis. All requests must be approved by the Department Head, before the employee submits the form to the Department of Information Technology.

In order to reserve and obtain a loaner unit, it is necessary to submit an equipment loaner form to DoIT at least one week prior to the required date. There is a limited supply of loaner equipment, as such, these items are provided on a first come first served basis. Once the submitted form has been reviewed, contact will be made by DoIT regarding the status.

## **Prior to checking out equipment, you must:**

- Read and complete Equipment Loaner Agreement. Be sure to fill out all of the required information.
- Sign the checkout and liability area (Equipment Loaner Agreement) acknowledging and accepting responsibility for the loaner equipment checked out to you.
- Provide a current and valid government ID card or another form of official documentation from your Head of Department.

## **LOANER PROGRAM BASICS**

1. Loaner equipment is not provided to function as replacements for existing equipment or for any other purpose.
2. There is a limited supply of loaner equipment available for check out. As such, equipment will be loaned for a maximum of two weeks except in special circumstances.
3. This equipment will be placed on the IT hardware inventory for your department until it is returned.
4. This equipment is being loaned, not given to you.
5. Should you cease employment with the government or transfer from your department, your loaned equipment must be returned to DoIT.
6. Computer equipment issued is pre-configured to conduct government business. Any additional configurations or software installed by the user will not be supported and may be removed without warning, if it is determined to interfere with the business use of the equipment.
7. Support of this equipment will be at the discretion and convenience of DoIT technicians.
8. Keep in mind that the longevity of this equipment is limited. If the equipment breaks down, it will be your responsibility to **a)** turn it back in, and **b)** sign out another loaner, if one is available. However, if the malfunction is due to factors outside of normal wear and tear, then the employee or department will be surcharged current market rates to have the equipment repaired or replaced.
9. Do not attempt to fix or alter any hardware as this may void warranties or service contracts.
10. DoIT reserves the right to refuse the application, especially if the person making the request has prior records of violating the established terms of the Equipment Loaner Agreement.

**Financial Responsibility:** The department requesting use of the Equipment Loaner Program must agree to accept full financial responsibility, for the costs associated with repair and/or replacement of the loaner equipment if it is damaged, lost, or stolen while in their possession. If the loaner equipment is damaged, lost, or stolen, the employee will be required to notify DoIT immediately and work with the appropriate authorities. In the event that the loaner equipment is stolen, it will be the responsibility of the client to file a police report. DoIT should be contacted immediately to obtain the relevant serial numbers and model information. Normal wear and tear on the loaner equipment is expected and will not incur a charge to the borrowing department. If the loaner equipment is returned in damaged or inoperable condition, the employee's department will be charged for the full repair/replacement cost.

**DoIT Computer Policies:** Please refer to the DoIT Computer & Internet Usage Policies for appropriate usage of government resources.

**Technical Support:** The employee must call DoIT if loaner equipment repairs are required. All calls for technical assistance must go through the Help Desk extension 2032. The Help Desk will contact the appropriate support staff to provide the needed repair, but is unable to guarantee repair of loaner equipment within a specified time frame. Loaner equipment is to be serviced and repaired **ONLY** by DoIT.

**Sensitive Information:** The employee will apply approved safeguards to protect government materials from unauthorized disclosure or damage. Because the loaner equipment is provided on a temporary basis, sensitive information should not be stored on it. The use of Jump Drives in this instance is highly recommended. The employee accepts responsibility for any information stored on the loaner equipment. Employee should remove all files, including personal files, prior to returning the loaner equipment. DoIT will accept no responsibility for maintaining any files left on the loaner equipment upon their return.

**Equipment and Supplies:** The employee is responsible for transporting and connecting loaner equipment for use. The employee must take reasonable and prudent precautions to protect loaner equipment against damage, loss, or abuse while in their care, custody, and control. Loaner equipment may be used only for government related purposes.

**Inventory Tracking:** The loaner equipment exists on DoIT's inventory account as assigned to the employee's respective department. The employee could be required to bring the loaner equipment in for inventory verification at any designated time.

**Government's Liability:** The Government of the Virgin Islands will not be responsible for damages or losses that occur to the employee's personal equipment, software or data resulting from participation in this program or from equipment failure or other causes. The equipment provided for the Equipment Loner Program must not be altered or added to in any way (e.g. upgraded processor, expanded memory, or extra personal software), without the expressed authorization from DoIT. As the data on laptops are removed after each use, DoIT will not be liable for any loss of information which may occur as a result of this process.

**Exiting the Program:** The Department of Information Technology may end an employee's participation in the Equipment Loaner Program at any given time, if the loaner equipment is not being used in accordance with this agreement. The employee will be required to return the loaner equipment on the **date specified on the Equipment Loaner Agreement by 3:30 pm**. This will leave sufficient time to make the necessary inspection of the equipment. **If the loaner equipment is not returned on time, the department will be charged a late fee of \$10.00 per day late.**