



Technology Use Agreement

For employees authorized to work from an Alternative Work Location using UVA equipment.

UVA -provided Equipment:

Equipment	Model/Description	Serial No.	Bar Code No.
Desktop Computer			
Laptop			
Docking Station			
Monitor			
Keyboard			
Webcam (if not integrated)			
Mouse			
Other:			

Confidentiality/Security:

The employee agrees to:

1. Apply approved safeguards, in accordance with UVA policy, to protect proprietary information from unauthorized disclosure or damage; and
2. Comply with federal, state, and UVA policies and procedures regarding the disclosure of public and official records. Work done at the employee’s alternative work location is official UVA business. All records, documents, and correspondence, in written or electronic form, must be safeguarded for return to UVA. Release or destruction of records should be done with the knowledge of the employee’s supervisor/manager and in accordance with applicable state and UVA policies and procedures. Electronic/computer files are considered UVA records and shall be protected as such.

Equipment/Liability/Expenses:

The employee provided with UVA-provided equipment agrees:

1. To protect such equipment in accordance with UVA policies. The employee risks financial liability for the loss or damage of UVA -provided equipment resulting from negligence, intentional act, failure to exercise reasonable care, or failure to safeguard, maintenance, or service of this equipment.
2. To contact the appropriate UVA IT Help Desk for all technical support issues.
3. That UVA-owned equipment shall be serviced and maintained by UVA or a UVA-approved vendor. Using a private vendor may subject the employee to disciplinary action.
4. To promptly return any UVA -owned equipment upon termination of the Flexwork Agreement.
5. That UVA reserves the right to call for equipment to be returned at any time for any reason.
6. That UVA assumes **no liability** for damages to an employee’s personal or real property during the performance of official duties or while using UVA equipment.
7. That they are responsible for service and maintenance of personally owned equipment.
8. UVA assumes no liability or responsibility for operating costs, structural maintenance, or any incidental costs (e.g., utilities) associated with the use of the employee’s residence or alternative work location.

I acknowledge that I have received the equipment indicated in the equipment table above in good working condition and acknowledge receipt and accept delivery of the listed equipment. **Please initial:** _____

Employee

Date

Supervisor/Manager

Date

