

# Rhode Island School of Design

## Campus Workstation Program (CWP) –

### End-User Notice of Understanding

Rhode Island School of Design is issuing you this computer for your use in conjunction with your RISD employment.

This computer is leased by RISD in accordance with the RISD Campus Workstation Program (CWP) Policy.

Lease terms for RISD CWP computers are:

- Laptops – 3 years
- Desktop / All-in-one computers – 4 years

#### **End of Lease Term:**

At the end of the lease term RISD IT support staff will assist you with data backup/data migration of your data to a new RISD CWP computer. This laptop or desktop computer will then be securely erased and returned to the lease company for disposition.

- All computer systems purchased, reimbursed or leased with RISD funds, remain the property of RISD or the leasing company.
- RISD will not sell or transfer ownership of computer systems to present or departing employees.
- For computers due for refresh, RISD IT Services will proactively schedule the installation of the new computer and the removal of the old computer with each Department / assigned end-user. This will include advanced notice and end-user instructions for timely data backup and transfer preparation.

#### **Change in Employment Status Prior to End of Lease Term:**

If your employment status at RISD changes before the lease term is complete, this computer will be returned to RISD and securely erased. The computer will then be reissued to another RISD faculty or staff member for the remainder of the lease term.

#### **Responsibility and Care for the Computer:**

Please take appropriate care of the computer. RISD is financial liable for any computer damage or loss.

#### **Lost, Damaged, or Stolen Items**

- Any computers or accessories that stop functioning under normal operating conditions and not due to misuse or accident will be repaired/replaced by manufacturer warranty or the central CWP budget.
- Any computers or accessories that are lost or stolen must be replaced via department funds of the RISD department assigned the original equipment. If the lost or stolen device is a computer, the RISD department will be responsible for paying the remaining balance of the computer lease or applicable penalty as determined by the lease agreement. These items will not be refreshed until payment is made by the department to pay the lease balance/penalty or replace the lost or stolen items.
- Any computers or accessories that are damaged beyond normal wear and tear or warranty coverage must be replaced via departmental funds of the RISD department assigned the original equipment. If the damaged device is a computer, the RISD department will be responsible for paying the remaining balance of the computer lease. These items will not be refreshed until payment is made by the department to pay the lease balance or replace the damaged items.