

# Rhode Island School of Design • Campus Workstation Program (CWP)

## End-User Notice of Understanding

Rhode Island School of Design is issuing you this computer 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 IT Services or the Department technician 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 leasing company.
- RISD will not sell or transfer ownership of computer systems to present or departing employees.
- For computers due for refresh, IT Services or the Department technician 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 either through separation or departmental change this computer will be returned to IT Services and securely erased.

The end user is responsible for backing up their data prior to return of the leased computer.

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

- Please take care of the computer. RISD is financially liable for computer damage or loss beyond normal wear and tear.
- Do not put stickers on the computer -- or deface the computer.
- Please do not use RISD-leased computer equipment for storage of personal files. RISD does not assume any responsibility for lost or deleted personal files unrelated to RISD business.

### **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 fair market value of the computer.
- Any computers or accessories that are damaged beyond normal wear and tear or warranty coverage, the department will be charged assessed costs.
- The original manufacturer box should be retained for use at end of lease. There is an understanding that there are space limitations in certain areas of campus. However please make a concerted effort to retain the original box.