



PORTABLE EQUIPMENT & MOBILE SERVICES REQUEST

Terms of Use

While the equipment remains property of the EUI, the staff member is responsible for its care. The EUI will cover costs of insurance for maintenance and for theft (to be used after receiving an attestation from the appropriate authorities, e.g. Carabinieri). The staff member is liable for damage due to negligence, unless he/she proves that he/she had taken all precautionary & safety measures to avoid the damage.

The staff member:

- Agrees to use the equipment provided by the EUI for work-related purposes and in accordance with the Mobile Services Policy and the Acceptable Use Policy.
- Agrees to ensure adequate measures to protect his/her equipment against theft, damage and unauthorised usage. In particular, the staff member:
 - Must not leave the equipment unattended in public places inside or outside the EUI;
 - Must not leave the equipment unattended while they are switched on;
 - Must protect at all times the equipment with a password/PIN in order to avoid unauthorised access.
- Agrees to update the EUI provided antivirus software of their equipment on a regular basis;
- Agrees not to "jailbreak", "root" or change the configuration of the equipment in ways that contradict the applicable Security Policy.
- Agrees to avoid using the equipment to send non-encrypted sensitive data.
- Agrees to ensure that the equipment is backup periodically by using the backup tools supplied by the EUI.
- Agrees not to make international calls and/nor to use the equipment abroad prior approval has been granted by his/her supervisor.
- Understands his/her Manager will receive a copy and review his/her monthly bills and verify calls were made in accordance with these Terms of Use and other EUI policies regarding personal use of EUI provided services (Mobile Services Policy, etc.).
- Agrees to immediately report the damage, loss or theft of the equipment to appropriate authorities and to the EUI's ICT Service as outlined on the EUI Lost/Stolen Device Policy.
- Agrees to return the equipment supplied to him/her whenever requested by the EUI, e.g. for maintenance, upgrade, inventory purposes or verification that the Terms of Use Conditions are respected.
- Agrees to return the equipment supplied to him/her when it is no longer required and/or on the termination of his/her contract with the EUI and/or to be debited for its reimbursement if it is not returned or is returned damaged.
- Understands that violating these Terms of Use could result in loss of associated privileges, and he/she may be held financially liable for any costs associated to improper use, and/or result in disciplinary action.

STAFF MEMBER:

I certify that I have read, understand and accept the above Terms of Use and agree to adhere to them.

Name and Surname:..... Unit:.....

Signature:..... Place, Date:.....

MANAGER:

I certify that I have reviewed the Mobile Services Policy with the staff member and that he/she understands the requirements and agrees to adhere to them.

Name and Surname:..... Unit:.....

Signature:..... Place, Date:.....