**Agreement for the loan of IT Equipment to PGR Students**

The University of Liverpool (the “University”) loans the Equipment in accordance with the below Definitions and Terms and Conditions to the Postgraduate Researcher student (the “Student”, “you”), which represent the entire agreement (the “Agreement”).

|  |  |
| --- | --- |
| **Equipment**  | HP G7 Notebook PC (or equivalent)  |
| **Student ID number** | **Student Name** | **Email address** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Student’s Term-time Address** | Click here to enter text. |
| **Please select Delivery or Collection** | [ ]  Delivery to specified UK address Click here to enter delivery address, if different from term-time address[ ]  Collect from IT Services, Liverpool  NB: If you select delivery to a UK address, but at a later date decide that you would prefer to collect from IT Services on-campus, please be aware that this will delay the expected collection date due to the need to reconfigure the laptop for initial network connection. |
| **Student’s University Dept.** | Click here to enter text. |
| **Term of the loan (usually your expected end date)** | Click here to enter text. |

## Terms and Conditions

1. The **purpose of this Agreement** is for Postgraduate Research Students (PGRs) to request a loan MWS laptop for the duration of their postgraduate research study at the University of Liverpool to support secure data storage and use of centrally managed and supported IT facilities. Please refer to the eligibility section of the scheme at <https://www.liverpool.ac.uk/pret/laptoploanscheme/> .

The terms of the agreement are as follows:
2. The University will arrange for the equipment to be delivered without any charge to the student’s Address.
3. The equipment always remains the property of the University. No right, title or interest in or to the equipment is granted to the student.
4. The student will be responsible for the security and safekeeping of the loan laptop: from the date of receipt of the equipment until the student returns the equipment to IT Services at the end of the loan period.
5. The student will only use the equipment according to university policy and instruction; will not modify or adjust the equipment; and will not allow third party use. See Acceptable Use section below.
6. The student will appropriately maintain the equipment in a clean, good and safe condition (fair wear and tear expected).
7. The student will immediately report any issues with the equipment including loss theft or damage. See Reporting section below
8. Following cl.1.(f), at the University’s discretion, the student will replace the equipment or reimburse the University for full value of the equipment
9. The student will return the equipment upon the University’s request or at end of the loan period. See Loan Laptop Return section below.
10. The University is not liable for any defects or non-performance of the equipment. If such circumstances occur, the student must return the equipment immediately.
11. The student acknowledges that the equipment is provided in good condition and that it is used at the student’s own risk.
12. No representation or warranty, express or implied, statutory or otherwise, regarding the equipment is given and all such representations and warranties are excluded to the maximum extent permitted by law.
13. The student will indemnify the University against any claims or liability (including associated costs and expenses), from using the equipment outside of the terms of this Agreement.

## Acceptable use of IT equipment

When using a university issued IT device, you are expected to comply with the [Acceptable Use Policy](https://www.liverpool.ac.uk/media/livacuk/computingservices/regulations/IT_Acceptable_Use_Policy.pdf) at <https://www.liverpool.ac.uk/it/regulations/> and to behave responsibly when using University IT facilities and services.

You must comply with the following principles:

* Be responsible for all activity on your IT account: keep your IT password secret; don't share your IT credentials with anyone (especially phishing scams); don't attempt to obtain or use anyone else's IT credentials
* Maintain an up-to-date operating system, anti-malware protection, and software updates on your computing device, to protect all University information and systems.
* Use University information, IT facilities, and services responsibly and with respect for other users.
* Safeguard personal data, respect other people’s information, and don’t abuse copyright material. Use University centrally managed IT facilities and services to store University information
* Comply with the IT AUP and observe the regulations of third parties whose facilities and services you access. Don't break the law or damage the University’s reputation.
* Be aware of and follow the IT Services Article: [Overseas travel advice IT equipment, systems access and export controls.](https://liverpool.service-now.com/sp?id=kb_article_view&sysparm_article=KB0013434) Search “overseas travel advice” in the IT Services self-service portal: <https://servicedesk.liverpool.ac.uk/>. Please also review the Export Controls webpages <https://www.liverpool.ac.uk/legal/exportcontrols/>

## Secure data storage

You must:

* Comply with the University guide on research data management essentials <https://www.liverpool.ac.uk/library/research-data-management/essentials/>
* Complete and use a Data Management Plan.
* Undertake [online research ethics and integrity training](https://www.liverpool.ac.uk/research/research-environment/research-integrity/training/).
* Be responsible for saving your data/ research work using University centrally managed storage options. See Storing your data at <https://www.liverpool.ac.uk/library/research-data-management/essentials/storing-your-research-data/> . Don’t risk compromising data or losing years of valuable research by not backing up your data.

## Reporting

You must:

* Report any theft or loss of IT equipment **immediately** to the IT Service Desk via the self-service portal <https://servicedesk.liverpool.ac.uk>, Email servicedesk@liverpool.ac.uk or Telephone +44 (0)151 794 4567. You must also report the theft or loss by email to: PRET@liverpool.ac.uk
* Report any data losses or breaches to the [Data Protection Officer](https://www.liverpool.ac.uk/intranet/legal/data-protection-foi-staff/data-breach/)
* Report other concerns, equipment faults, or ask for IT help via the IT Services self-service portal[.](https://servicedesk.liverpool.ac.uk)
* In all reported cases, you should inform IT Services that the Equipment was provided to you under the PGR Laptop Loan Scheme.

## Loan Laptop Return

* Upon completion of your studies, you **must** return your loan laptop. This is to comply with licence and security requirements. You are responsible for discussing and arranging return of equipment and handover/ retention of university data with your Supervisor/ Manager before leaving. See [Information Security Policy](https://www.liverpool.ac.uk/media/livacuk/computingservices/regulations/InformationSecurityPolicy.pdf) (Section 3.3) at <https://www.liverpool.ac.uk/it/regulations/>.
* Please email pret@liverpool.ac.uk to advise your end date and discuss device return details. You will be given instructions on how to return your university issued loan laptop.
* Once returned, you will be notified that the loan agreement has ended.

|  |
| --- |
| **Signed in acceptance by the Student**  |
| **Student’s Signature** | Typed name accepted with supporting email audit trail. |
| **Date** | Click or tap to enter a date. |

*Please return completed Agreement to* *pret@liverpool.ac.uk*

Please you send your completed agreement form directly to the Postgraduate Researcher Experience Team (PRET) and not through your department or supervisor.