

Guidelines for Loan Equipment to Faculty and Professional Staff

1. Overview

Equipment loans to faculty or professional staff must be to further the campus or departments mission in the delivery of high quality professional and educational services and for work-related purposes only, not for the personal use or convenience of the employee. Employees who have been loaned equipment are responsible for its safe keeping. Equipment loans must be documented by the IT and Infrastructure department, tagged and tracked on the MIT inventory systems.

2. Procedure

To loan equipment to faculty or professional staff:

- The Equipment Loan to Employees Agreement must contain the borrower's name, the borrower's signature, a description of the equipment, the serial number, tags or reference number populated by the IT and Infrastructure department, the date borrowed, conditions of loan, and expected date of return.
- The Equipment Loan to Employees Agreement must be signed by the borrower, and must receive final approval by the Campus Director, or a member of the Executive Management Committee (EMC), prior to equipment issuance.
- When the loan period expires, it may be extended for additional terms, provided the extension is properly documented and authorised by the Campus Director, or a member of EMC.
- The IT and Infrastructure department is responsible for maintaining a register of equipment loans, containing staff names, equipment loaned, relevant dates and including if the item was returned on time and in good condition. Records of completed *Equipment Loan to Employees Agreement's* must be stored.

3. Related Documents

- Equipment Loan to Employees Agreement
- [User Account, Email and Internet Guidelines](#)
- [Staff Code of Conduct](#)
- MIT Employee Manual

Warning: uncontrolled when printed.

Original Issue:	20 March 2020
Drafted by Campus Directors	17 March 2020
Revised and Approved by EMC	19 March 2020
Current Version	19 March 2020
Date of review extend by EMC	13 June 2023
Review date:	17 March 2026

24.03.2024 PC resolved that the review date of the Guidelines for Loan Equipment to Faculty and Professional Staff be extended for 24 months.

Equipment Loan to Employees Agreement

1. STAFF DETAILS

Name:		
Position Title		School/Department:
Campus:		Units taught (if applicable):

2. EQUIPMENT

Reason for requesting for a loan of MIT equipment:

Type of Equipment (e.g. Laptop, Desktop, Computer, Headset, Charger)	Serial number/ Service Tag	MIT Barcode	Description (e.g. Brand and condition)

Loan Period: From:_____ To:_____

Approval Signature: Date:_____

Campus Director or EMC Approval

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IT Staff Member Issuing Equipment:

Date of
Issue: _____

3. EMPLOYEE AGREEMENT

I understand that the equipment loaned to me remains the property of the Melbourne Institute of Technology Pty Ltd (ABN: 20 072 324 755), herein referred to as MIT.

The MIT User Account, Email and Internet Guidelines and items outlined below will guide my use of the loaned equipment and I agree to abide by those guidelines and by this Agreement

Security and Protection

- I agree that I am expected to protect loaned equipment from damage and theft, and that I will be responsible for damage or theft that takes place off MIT premises.
- I agree that if my equipment is lost or stolen, I will immediately notify Management and file a report with the police.
- I agree to accept all risks to myself and to any third parties that may arise from my possession or use of the equipment and I agree that MIT is not responsible for any loss, damage or injury arising out of the use or possession of the equipment irrespective of how that loss, damage or injury occurs.

Connectivity at Home

- I agree that I am not to install any software on any computer equipment. If I need software installed, I will contact MIT IT personnel for installation.
- If I experience any issues with the equipment I will notify MIT's IT Helpdesk immediately.

User Interface at Home

- I agree that specialised software required by me must be cleared by authorised Management prior to purchase and installation.
- I agree to use the equipment only for MIT work and for the purpose in which it was intended.
- I agree that I will not permit others to use the equipment.
- I agree that this equipment will be in my possession at all times, and I am not to lend my equipment to anyone, including members of my family, for any reason.
- I agree that I am responsible for the appropriate use of the equipment, including anything stored on equipment, by anyone, for any length of time.
- I agree that I must return the equipment to MIT by the due date, and if I resign, or my

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employment terminated, or if I am planning an absence of more than two weeks it needs to be returned at that time.

- I understand that all MIT's Network Use Policies govern the operation of computer equipment on and off MIT's network.
- I agree that any repairs will be handled through MIT.
- I agree that I will not be held responsible for loss or damage to the equipment resulting from regular work-related use, but may be held responsible for any loss or damage caused by my negligence or improper use, as deemed by Management.
- I agree that I am bound to protect MIT data as confidential at all times.

I have read the Equipment Loan to Employees Agreement and agree to be bound by its terms and conditions.

Printed Name: _____

Signature

Date

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