



# Wellesley College Notebook Computer Agreement

1. This notebook computer is the property of Wellesley College and is provided to me for the exclusive purpose of supporting my work with the College. Wellesley College is not held responsible if this computer is used for purposes other than it was intended.
2. I agree to return this computer in good condition to the College in the event that my position at Wellesley is terminated for any reason.
3. I agree to return this computer at the end of its life cycle so that all data can be completely erased from the hard drive and so that the computer can be properly recycled.
4. Wellesley College is committed to protecting the security and privacy of information. Due to legal and other concerns, College policy prohibits the storage of Personal Information (Social Security numbers, financial account or credit card information, or state or government issued I.D.s) or protected health information on notebook computers. I agree not to store any files on this computer that contain such sensitive information or information that otherwise could be used to compromise the personal or financial security of the owners.
5. This computer is provided to employees with a standard set of applications pre-installed. In the event of any serious malfunction, Library & Technology Services will only restore this computer to its original state with these applications. I am responsible for restoring any additional applications I may have installed, as well as all data files.

I agree to the above terms and agree to comply with all applicable college policies regarding use of computing resources.

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Print your name

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Date

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Signature

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Notebook Serial