

LOAN CONDITIONS ICT EQUIPMENT

Article 1. Purpose

The employer provides the equipment to the employee for professional purposes in order to carry out his/her duties.

Article 2. Period for which the equipment will be made available

The equipment will be made available for the period from the date of signature of the receipt ICT Equipment up to and including the date of indemnification of the ICT equipment as mentioned on the receipt due to an event specified in Article 12 and Article 13.

Article 3. Ownership

The equipment provided by the employer is and remains the property of the employer. From the time that the equipment is brought into use, the employee is personally responsible for the sound management and use of the equipment made available.

Article 4. Use by the employee

The employee:

- will mainly use the equipment for professional purposes arising from the performance of his/her duties.
- will not make the equipment available to third parties. The use of the equipment is job-related and non-transferable¹.
- is responsible for keeping the equipment in a good state of repair and operational. He/she will exercise due care to prevent the theft or loss of, or damage to, the equipment. Any faults will be reported to the ICT contact person for the faculty, service or department within two working days.
- is prohibited from using the equipment for activities that are inconsistent with the organizational objectives or that could harm the employer's image.
- is obliged to closely follow and comply with any instructions issued by the employer and any legal provisions in respect of the use of the equipment.
- undertakes to regularly take note of the rules and stipulations set out on the intranet in respect of the use of the internet and email, amongst other things, and to abide by these rules.
- is permitted to connect peripheral equipment in so far as this does not lead to any damage to the equipment and to the software installed by or via the employer.
- must not disassemble the equipment and/or change the hardware configuration.
- (the employee:) must himself or herself ensure the adequate and regular back-up of data files that he/she introduces onto the equipment.
- is making save use of Self(support) equipment.
- is responsible for the organization and management of the Self(support) ICT-workplace.

Article 5. Rules of conduct

Employees must comply with the ICT rules of conduct:

- Treat the access code as confidential; do not share it with anyone.
- Do not encourage or leave any opportunity for theft of the equipment.
- Do not carry out any activities that contravene any law, including copyright law.
- Do not disseminate any discriminating, defamatory and/or offensive material.
- Do not install and/or use any illegal and/or inappropriate software.
- Do not disseminate computer viruses and suchlike.

¹ Equipment used by the organization as 'lending equipment' will be registered in the name of the responsible ICT contact person for the faculty, service or department, and will be registered as lending equipment in the CMDB. In this specific situation, lending (transfer of the use of the equipment to a borrower) is permitted.

- Do not send unsolicited emails; do not cause an unnecessarily large amount of network traffic.
- Do not use the mobile communication equipment for commercial purposes.

Article 6. Security guidelines

The employee is obliged to comply with security guidelines 1 to 4 inclusive. He/she is also advised to comply with the remaining guidelines (5 to 7 inclusive):

1. Ensure that an access code is used for smart phones and tablets; a lock pattern is not sufficient authentication from a security point of view (easy to imitate).
2. Activate the auto-lock functionality.
3. The employee must ensure that the AUAS ID / UvAnet ID password is immediately changed in the event of loss or theft, or that the AUAS ID / UvAnet ID is blocked.
4. The employee must save confidential data securely (i.e. properly encrypted).
5. Use a 'search service' so that it is possible to locate the equipment in the event of loss. In addition to the search function, the service offers additional options for leaving a message or erasing the equipment remotely.
6. Do not install any unreliable apps. This is an additional risk in the event that a jailbreak is carried out, making unreliable app stores accessible. It is recommended not to carry out any jailbreaks!
7. Turn off bluetooth.

Article 7. Theft or loss

In the event of theft or loss of the equipment, the employee must:

- immediately report the theft or loss to the police;
- report the theft or loss to the ICT contact person for the faculty, service or department within 1 working day. The employee must provide him/her with the original or a copy of the proof of reporting;
- (if applicable) arrange for the SIM/data card to be immediately blocked via the provider's customer service department Detron/T-Mobile Service Desk (UvA: 020 525 1459 | HvA: 020 595 1459).

Article 8. Damage

In the event of damage to the equipment, the employee must contact the Service Desk of ICT Services (020 595 1402). In case of damage to a mobile phone the employee must contact the ICT contact person for the faculty, service or department. The employee is responsible for any loss of data resulting from any such damage/repairs. He/she must therefore regularly produce a back-up of the data on the equipment.

Article 9. Costs, monitoring and sanctions

- The costs of use, maintenance and repair of the equipment will be borne by the employer.
- The employer may, at the manager's discretion, apply sanctions if the use of the equipment deviates from the provisions of these loan conditions. 'Sanctions' are understood to include limiting the possibilities for use or the withdrawal of the equipment.
- (if applicable) The costs of data and call time abroad will be borne by the employer if the employee is able to demonstrate that the use in question was necessary for the proper performance of his/her duties.
- The employee may be asked at any time to prove that he/she mainly uses the equipment for professional purposes.
- The employer retains the right to monitor usage without the employee's knowledge.
Monitoring can include:
 - An analysis of the software installed
 - (if applicable) An analysis of call habits and data consumption.

Article 10. Liability

The employer may hold the employee liable for:

- Damage to the equipment that is the result of intent or deliberate carelessness on the part of the employee (in accordance with s.7:661 of the Dutch Civil Code and art.1.17 para 1 of Collective Labour Agreement Dutch Universities).



- The costs incurred if equipment is not blocked in time.

- The employer is not liable for damage resulting from the incorrect use of the equipment by the employee or failure to follow (legal) directives relating to the use of the equipment.

Article 11. Software and settings

- The employee will protect access to the equipment with an access code.
- The installation of software (applications and apps) is only permitted in so far as this is legal and does not cause any damage to the equipment or to the software installed by or via the employer.

Article 12. Termination of the loan ICT equipment

If the employee leaves the service of the employer, the employee must hand in the equipment prior to the last day of employment. The employee may also be required to hand in the equipment if he/she changes job.

In the event of full-time absence for longer than three months (for example due to incapacity for work, maternity leave or unpaid leave), the manager will decide whether or not the equipment must be returned and, if so, by what date.

The equipment must be returned in its entirety, without damage, except normal wear and tear, and with the access code deactivated. There are a number of distribution points for this purpose. On the basis of Article 10 of these loan conditions, the employer retains the right to recover the costs of any damage to the equipment from the employee.

Article 13. Termination of the loan ICT equipment for other reasons

The employer retains the right to terminate the loan and therefore the employee's use of the equipment at any time. The equipment must be handed in upon first request, in accordance with the conditions set out in Article 12.

Article 14. Additional guidelines

These loan conditions may be accompanied by an appendix setting out additional guidelines for the use of equipment from the relevant organizational unit.

By signing the receipt ICT equipment, the employee declares that he/she has understood and agrees to the consequences of these loan conditions.