

University of Tennessee Institute of Agriculture: UTIA IT0305F - Information Technology Asset Checkout Form	
Version: 1.0	Effective Date: March 20, 2024

This form is to be used when Institute-owned IT assets (e.g., desktop computers, laptops, etc.) are checked out on a temporary basis. This kind of instance can include but is not limited to students, temporary staff, or regular staff who may need to check out a device while their own is being repaired, as well as retirees who are working with current faculty on research projects. IT assets are checked out at the discretion of the department, center, or unit. Not all departments, centers, and units provide this service.

Please thoroughly review any referenced documentation and all parties should initial and sign where indicated. If you have any questions or concerns, please contact Sandy Lindsey, University of Tennessee Institute of Agriculture Chief Information Security Officer (UTIA CISO), at sandy@tennessee.edu or call (865) 806-5224.

DEPARTMENT/CENTER/UNIT REQUIREMENTS

1. The department, center, unit, etc., must provide an IT asset that has been properly wiped and reimaged.
2. The IT asset will have the appropriate apps needed to complete their required responsibilities installed on the computer before the user takes it.
3. The computer will be registered in the NetReg database with someone in the department listed as owner.
 - The entry will show where the IT asset is kept when not checked out.
 - The entry will include the serial number and the UT tag number in the appropriate fields.
 - The entry will include the resource group (use ag or vetmed accordingly).
 - If you need help with completing this, please contact the UTIA CISO.
4. There should be no sensitive data stored on the device unless explicitly required by the user's job responsibilities.
 - If the user will be required to process sensitive data on the device, please contact the UTIA CISO to ensure proper controls are put in place prior to the device being checked out.
 - The UTIA CISO will discuss with the user, as well.
5. Once the IT asset is returned, the department, center, unit, etc., will ensure the IT asset has been properly wiped and reimaged after the previous user.
 - A secure wipe protects the Institute, department, and users, and ensures any data from a previous user cannot be accessed.
 - When the computer is given to Desktop Support staff to reimage, they will do the wipe before loading the clean image.
 - If certain regulatory compliance data, such as HIPAA, FERPA, etc., was processed and/or stored on the loaner device, please contact the UTIA CISO to complete a 7-pass wipe before giving to Desktop Support for a clean image.

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USER REQUIREMENTS

(Please initial indicating that you have read and understand each requirement.)

1. User has read and acknowledges understanding of and compliance with [UTIA IT0110 – Acceptable Use of Information Technology Resources Security Plan \(AUP\)](#).

User Initial Here:

2. User acknowledges they will have user privileges only.
 - User will let the department know if there is additional software needed for job requirements.
 - If the user needs additional software installed after checking out the laptop, they will call the OIT HelpDesk at (865) 974-9900, for assistance.

User Initial Here:

3. User acknowledges they will use the UTK VPN (Virtual Private Network) to do any Institute-related work when connected to any network outside of UTK.
 - This VPN is called Pulse Secure and creates a secure connection to the UTK network.
 - User will log into Pulse Secure using their NetID and password prior to doing Institute-related work.
 - User will disconnect once work session is finished.

User Initial Here:

4. User acknowledges they will connect to the UTK network at a minimum of once every two weeks to ensure all updates are being done and that the Operating System (OS) is still properly licensed.
 - This can be done by connecting to the UTK network via the Pulse Secure VPN.
 - This can also be done by bringing the device back to campus and connecting onsite.
 - Updates will include all security patches and updates, OS updates, third-party application updates, and all browser updates.

User Initial Here:



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By signing this form, you understand that the user is responsible for maintaining the IT asset while it is checked out. You also understand that by signing this form, you are accepting any risk associated with being non-compliant. Any compromise or breach that occurs due to non-compliance will be the responsibility of the department.

Date of checkout:

Expected date of return:

Serial number of IT asset(s) being checked out:

Name	Title or Affiliation	Signature	Date
Print User Name			
Print Dept Head/Director Name			