

## **University of Washington Department of Pediatrics Work From Home Computing Device Location Form**

### **Purpose:**

The Department of Pediatrics is responsible for tracking all computer equipment purchased using UW funds, regardless of funding source. This policy and associated form shall assist in ensuring the ability to identify the location of computer equipment and peripherals.

### **Policy:**

The Department of Pediatrics Information Systems group is responsible for tracking all UW-owned computing devices and peripherals assigned for use at locations other than the UW campus (including but not necessarily limited to Health Sciences Building, South Lake Union, Northgate).

### **Process:**

The individual to whom the equipment is assigned (the custodian) acknowledges that all items listed on the Computer Device Location Form (copy attached) are property of the University of Washington, Department of Pediatrics. The Department may request verification of the location of the items at any time. Should the location change, the custodian shall provide updated location information by completing a new Computing Device Location form.

The following expectations apply:

- The custodian shall report any damage or theft of the listed items to the Department of Pediatrics IT, Box 356320, <[pedcomp@uw.edu](mailto:pedcomp@uw.edu)>
- The devices shall comply with the Information Security Standards of the Department of Pediatrics, UWMedicine, and University of Washington.  
<http://www.washington.edu/admin/rules/APS/47.02.html>
- The device(s) shall be used only by the custodian in the course/scope of work associated with faculty/staff position at the University of Washington, Department of Pediatrics.
- Only software necessary for Department of Pediatrics duties shall be installed on the device. Unauthorized software will be removed during the annual maintenance process.
- All devices shall be brought into the Pediatrics IT Group for servicing every twelve months.
- **The devices must be returned to the Department of Pediatrics when no longer needed, obsolete, or the custodian leaves UW service.**

<https://pedweb.pedom.peds.washington.edu/intranet/forms>

Original: Department of Pediatrics IT Group

CC: Department of Pediatrics HR file

**University of Washington Department of Pediatrics  
Work From Home Computing Device Location Form**

Custodian:

Email/Phone:

Location of equipment/device:

Items at alternate location:

<b>Equipment Description</b>	<b>Serial Number</b>	<b>UW Tag Number</b>
Other Accessories/Notes	Keyboard	Mouse
		Webcam

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the Terms of Acceptance.

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Custodian (sign)

(and date: mm/dd/yyyy)

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UW Department of Pediatrics Representative (sign)

(and date: mm/dd/yyyy)

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Item is returned to Department: UW Peds Rep (sign)

(and date: mm/dd/yyyy)

<https://pedweb.pedom.peds.washington.edu/intranet/computing/compforms>

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