

Attachment B:
Personal Responsibility Form

Name: _____ **Campus/Location:** _____

Department: _____

Equipment Description: _____

Equipment Serial Number: _____

STCC Asset Tag Number: _____

I have read and understand the Security Guidelines in the Laptop Computer Policy.

I understand that I may be personally liable for the loss of College equipment in my possession.

Will your laptop or tablet contain student data or other college privileged information?

Yes **No**

If you check no, it is your responsibility to contact the Information Technology Services department to encrypt your device if student data is going to be stored on your device.

Signed: _____ **Date:** _____