

COMPANY LAPTOP POLICY AGREEMENT

Location: _____ Effective Date: _____

Employee Information:

Full Name: _____
Department: _____
Employee ID: _____
Supervisor: _____

Laptop Issuance Details:

Make/Model: _____
Serial Number: _____
Asset Tag: _____

1. Purpose

This Laptop Policy Agreement ("Agreement") sets forth the terms and conditions under which Company provides laptops to employees for business purposes. The employee agrees to adhere to all conditions in this Agreement to ensure proper use, maintenance, and security of the provided equipment.

2. Ownership

All laptops issued to employees remain the property of the Company. Employees are granted the use of the laptop solely for company-related activities and must return the equipment upon termination, transfer, or upon Company request.

3. Acceptable Use

Employees shall use the laptop in accordance with Company policies, including but not limited to the Acceptable Use Policy and Information Security Policy. Personal use should be minimal, lawful, and not interfere with job responsibilities.

4. Security and Data Protection

Employees must take all reasonable measures to protect the laptop from theft, loss, damage, or unauthorized access. All data stored on the laptop must comply with Company data protection standards. Use of passwords, encryption, and regular updates is mandatory.

5. Prohibited Activities

The use of the laptop for illegal activities, unauthorized software installation, disabling security features, or accessing inappropriate content is strictly prohibited and may result in disciplinary action, including termination.

6. Maintenance and Care

Employees are responsible for the general care of the laptop, including keeping it clean and secure. Any malfunction or damage must be reported immediately to the IT department. Unauthorized repair attempts are prohibited.

7. Software and Updates

Only authorized software provided or approved by Company IT may be installed. Employees must allow timely installation of system updates, patches, and security software to maintain compliance and security.

8. Monitoring and Privacy

Company reserves the right to monitor laptop usage, including files, emails, internet activity, and installed software. There is no expectation of privacy on the laptop or any Company-provided IT resources.

9. Loss, Theft, and Damage

In case of loss, theft, or damage, employees must notify Company management and IT immediately. Employees may be held financially responsible for damages resulting from negligence or misuse.

10. Return of Equipment

Upon separation from employment or upon request, employees must return the laptop and any accessories in good working condition. Failure to return equipment may result in withholding final pay or legal action.

11. Liability

Company is not liable for any data loss, interruptions, or damages resulting from laptop use. Employees must maintain backups of personal files if any personal data is stored temporarily.

12. Compliance with Laws

Employees must comply with all applicable federal, state, and local laws, as well as Company policies, when using the laptop. Violations may result in disciplinary action and legal consequences.

13. Amendments

Company reserves the right to amend this Agreement at any time. Employees will be notified of amendments and continued use of the laptop constitutes acceptance of changes.

14. Acknowledgment

By signing below, the employee acknowledges receipt of the laptop and agrees to abide by all terms and conditions outlined in this Agreement.

EMPLOYEE SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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