

HOME USE OF CITY COMPUTER EQUIPMENT AGREEMENT

THIS AGREEMENT dated this day of 20____, is entered into by and between the City of Duluth, a Minnesota municipal corporation, hereinafter referred to as "City", and _____, a City employee, hereinafter referred to as "Employee".

I. EQUIPMENT

The City will provide the following computer equipment to the Employee for use at home:

Fixed Asset Number: _____

Serial Number: _____

Type of Computer: _____

Accessories (if applicable): _____

The City will provide the Employee with a Citrix or Virtual Private Network (VPN) account for use at home:

Citrix or VPN Account Name: _____

II. COMPLIANCE WITH POLICIES

The Employee certifies that the Employee has read and understands the City-Owned Computer Hardware and Software Policy, the City's Policy on Internet Usage, and the City's Policy on Electronic Mail System Usage. The Employee agrees to comply with the above policies at all times when interfacing with the City's network or utilizing City-owned software, hardware, or peripherals. Under most circumstances, the Employee will be allowed to run a copy of the City's standard software on the computer equipment in compliance with copyright and licensing agreements. The Employee is responsible for contacting the MIS Division to ensure the correct manner of connectivity with the City's network as well as the use of appropriate software in accordance with the City's standards. The Employee is responsible to ensure that Employee's home computer is equipped with up-to-date anti-virus and firewall protection.

III. REPAIR, MAINTENANCE, LOSS AND DAMAGE

The City will be responsible for the routine repair and maintenance of equipment provided by the City. The Employee shall take appropriate measures to ensure against loss of or damage to City computer equipment in the Employee's control or possession.

IV. DURATION OF AGREEMENT

This Agreement shall be effective upon execution of the Agreement by both parties. It is understood and agreed by the Employee that this Agreement may be terminated by the City in its sole discretion at any time. Upon termination, the Employee shall immediately return the equipment to the City. Additionally, the Employee shall return the equipment to the City before any extended absence from City employment or upon termination of City employment.

EQUIPMENT APPROVED FOR HOME USE:

CITY OF DULUTH EMPLOYEE

By: _____

Department Manager/Director

By: _____

Employee

By: _____

MIS Manager