

UNIVERSITY OF EDINBURGH

DEPARTMENT OF CLINICAL NEUROSCIENCES

COMPUTER AND EQUIPMENT POLICY

1. Computers purchased from Department funds are for use as determined by the Policy Group. Ownership of any equipment remains with the Department irrespective of user.
2. The Department will not generally pay for home computers, but each application for such will be considered by the IT Policy group and will be judged on merit.
3. In the exceptional circumstance where the Department does fund a computer for home use, ownership of the equipment will remain with the Department.
4. At the termination of employment, or when the user can no longer justify the need for such a facility at home, all home, portable and palmtop computers etc will be returned to the Department.
5. All equipment supplied by the Department for off-site use must be insured by the individual user against all losses. Proof of insurance will be required.
6. Maintenance of off-site machines is the responsibility of the individual user and provision of any maintenance or support by the System Manager, is entirely at his/her discretion.
7. The disposal of obsolete or surplus machines is to be determined by the Chair of the IT Policy Group