

Off Campus Use of University Equipment (Home Use Permit) Guidelines

CSU Channel Islands extends to faculty, and staff the privilege to use its computers and network. In certain instances, a faculty or staff member may be extended authorization for off campus use of CSUCI equipment.

In such cases, a home use permit must be completed, and certain restrictions do apply. These include the following terms and conditions:

- University equipment is to be used only to conduct University business.
- Any unauthorized use of the equipment is prohibited.
- Upon separation of employment, I agree to complete the established campus separation and clearance process and assume financial responsibility for any unreturned equipment.
- I am required to keep a copy of this form with me whenever transporting the equipment as I may be asked to provide proof of permission to remove it from the University.
- Contact Property Office for any returns and/or exchanges of equipment.

In addition, should a request for the installation of university owned software be received by the IT Department for a computer that falls under the Home User Permit Program, then it will be the responsibility of the employee who signed the Home Use Permit form to bring the computer into the IT Department to have the software installed by an IT technician.

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