



Fall 2024 Policy on Usage and Ownership

Name of Recipient _____ /ID # _____
Bundle Number _____

Intent

This agreement specifies the responsibilities of students receiving University-owned equipment. It provides students with information regarding policies that govern the use of technology owned and managed by Wiley University (WU/iWiley).

To obtain the iWiley Tech Bundle, as student must agree to the following policies on usage, ownership, return, and purchase. **Please read and initial below on the line provided.**

Sole Use of the Equipment

_____ I understand that I am being loaned equipment by Wiley University (until I graduate from the said institution) for my sole use and benefit as a learning tool while actively enrolled as a student at the University.

_____ I understand I must return my iWiley Tech Bundle if I withdraw or leave Wiley University.

_____ I assume responsibility for maintaining and protecting the equipment, as long as the equipment is issued to me. *****Please note you must return your iPad Tech Bundle in working order. Items returned that are damaged, will be charged for the Apple Care fee, or the cost of the item.*

_____ The use of this equipment is a privilege that can be revoked. Inappropriate use or neglect can result in limits to or loss of use of this University resource. I will take every reasonable precaution to protect the equipment.

_____ I agree that the equipment will be managed by the University, who will provide technical support. The University may access the physical device and/or software to perform any function required during support. Access will not include personal data stored on the equipment or backed up on cloud services unless I explicitly grant permission. The University is not responsible for any personal data stored on assigned equipment or backed to a cloud service.

_____ I will not tamper with the hardware, remove components, bypass or replace the operating system installed with the device, or remove necessary software from the assigned equipment.

_____ I agree that if my assigned equipment is stolen, I must report it to the Wiley University Campus Police and Security (immediately), and communicate with the *iWiley Digital Learning Program* about the next steps and options for replacement.

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Returning the Equipment

_____ I understand that if I leave Wiley University for any reason before graduation, I must return all the equipment issued to the University before leaving or within 15 days. If I fail to do so, I will be billed for up to the total replacement cost of the missing equipment. I acknowledge that failing to pay the invoiced amount in full will become a financial delinquency, resulting in a hold on my academic records.

_____ I am responsible for all outstanding debts and contracts with the University. The University reserves the right to assess financial penalties for any indebtedness. Any past-due accounts may be referred to an outside collection agency or the Department of Revenue, which could result in collection fees and may be reported to one or more national credit bureaus. If my account is referred to an outside collection agency, I understand and agree to reimburse the University for any collections agency fees, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees, the University incurs in such collection efforts. If my account is referred to the Department of Revenue, I understand and agree to reimburse the University for any Department of Revenue fees, which are based on a percentage of 25% of the debt, plus 6% interest accrued daily, and all costs and expenses, including reasonable attorney fees, the university incurs in such collection efforts.

_____ I will not sell, give away, or otherwise transfer equipment ownership.

_____ I must immediately return my assigned equipment at the request of the University, including representatives from the Department of Institutional Technology.

_____ I understand that if I graduate from Wiley University, my assigned equipment will then become my property. The university will remove and retain all software owned or licensed by Wiley University.

Appropriate Use of the Equipment

_____ While the primary purpose for this equipment is educational, personal use is permitted.

_____ As with all computing equipment on campus, I must adhere to all applicable laws, policies, and University regulations. I am solely responsible for the conduct of this equipment, including software, and University resources accessed by this equipment.

_____ I understand the equipment is enrolled in Wiley University's Mobile Device Management (MDM) service to provide a reliable experience and to enhance security in compliance with University policies. The intent of the MDM is to:

- Allow Wiley University to push University-purchased/approved applications and digital assets (e.g. eBooks) to the equipment. This allows applications and digital assets to be available via “Self-Service” including the list of applications installed on the equipment;

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- Require a 6-character passcode, enable equipment encryption, and set the screen to lock after a specified period of inactivity;
- Prevent bypass of removal of MDM, including a user-initiated factory reset of the equipment or non-University management profiles; and
- Distribute software updates and related notifications to protect against vulnerabilities.

_____ I understand I can view details of the MDM profile on my equipment at any time and be informed if any aspect of the MDM is changed.

_____ I understand Any attempt to bypass or remove MDM or other functionality established by the University will result in a remote reset to the original configuration, and/or equipment will be disabled and rendered nonfunctional, resulting in potential data loss on the equipment.

_____ I understand ownership of the equipment be transferred from Wiley University to the student (either through graduation or purchase from the University), Wiley University will remove all management, including MDM, University-owned applications, and software. Removing the above may result in a factory reset of the equipment, resulting in potential data loss.

_____ I understand installing software other than through the approved IOS App Store or Self-Service is prohibited. The only exception is for student’s tethered computers running an integrated development environment for the purpose of application development.

_____ I am responsible for payment of any purchases made through the approved IOS App Store.

_____ I understand that any equipment connected to the Wiley University network and network traffic are subject to monitoring to protect against security threats, intrusions, and illegal activity.

_____ I am responsible for backing up equipment data. The University provides secure cloud storage for students and is not responsible for backing up equipment data or for its loss.

_____ I understand if I lose the device or it is stolen and have purchased additional insurance to replace it, such as a rider on home/apartment insurance or a separate insurance program, ownership of the replacement must be transferred back to the University.

_____ I am responsible for purchasing a new iWiley Tech Bundle if it is lost or stolen, at the cost of purchasing a new iWiley Tech Bundle.

I understand the usage and ownership policies and will adhere to the expectations set forth by the institution outlined in the document for using my assigned equipment. I understand that upon graduation, the device becomes my property. Until then, the assigned equipment is the property of Wiley University and must be purchased or returned if I do not complete my academic program at Wiley University. I have received assigned equipment # _____ (includes Apple iPad, Keyboard Case, and Pencil).

Printed Name _____ /ID # _____
Bundle Number _____ / Date _____

Signature _____

Return to the iWiley Digital Hub to receive the assigned technology bundle.