



Advocacy Unlimited, INC.

Techquity Laptop Usage Guidelines

Advocacy Unlimited, Inc. Techquity laptops are designed to be used with your safety in mind. In order to protect your privacy, and for the security of the organization, we ask that you carefully review and follow these guidelines:

Contact

To contact us for any of the listed reasons below, or with any other questions, email techquity@advocacyunlimited.org or call Skye at (860) 952-4050.

Usage Basics

- Google Account
 - In order to borrow a laptop, you must have a google account. These accounts are free and easy to make. If you do not have one and need help setting one up, reach out to us.
- Laptop usage
 - In order to protect your privacy and security, we ask that you do not save any personal documents directly to our laptops. Rather, we ask that you use the google suite of programs. Google Docs, Sheets, Drive, Slides, Photos, and more give you access to a wide variety of options. This ties all of your files to your google account so that they are available to you anywhere, anytime, rather than only on our laptop. There is also less risk of you accidentally losing information or files.
 - Please do not download or install any programs to our laptop without permission (See 'Unusual Circumstances' below)
- Internet usage
 - When browsing the internet, please exercise caution by viewing trusted websites only to avoid computer viruses
 - Do not visit websites providing explicit, sexual, illegal, or otherwise inappropriate content

Conduct

- Please be kind. AU has a zero tolerance policy for discrimination or harassment. Anyone found to be utilizing AU equipment to discriminate, harass, or otherwise target or abuse others will immediately lose access to that equipment without warning.

Security/Antivirus, and Maintenance

- Our laptops come loaded with security and anti-virus programs to protect you and our equipment. Do not disable these programs or alter their settings. If something is going wrong or they are preventing you from doing something you need to, please contact us for assistance.
- If our security or anti-virus programs alert you that there is an error, you must inform us immediately so that we can address it.
- If you suspect the computer may have a virus, or if you have another ongoing issue with the computer, please let us know as soon as possible.

Assistance

- If your laptop stops functioning or gives you trouble, please don't hesitate to email techquity@advocacyunlimited.org or call (860) 952-4050

- Unfortunately, AU does not have the staff to provide technical support beyond ensuring that our laptops are in functioning order. If you're new to Google's programs, their help center at <https://support.google.com/docs/?hl=en#topic=1382883> can be very helpful.

Unusual Circumstances

- If you require the use of a program that is not already on the laptop, or need to spend excessive time working offline, the above policies will make this difficult. While it is not always possible to make exceptions, we will do our best to accommodate requests. Please reach out to us to describe your needs, and requested accommodation.

Terms of Agreement:

By signing the form, "Advocacy Unlimited, Inc. | Techquity Equipment Loan Form," you agree to all terms outlined above. You will be required to review and sign the documents on an annual basis. Loan agreements will be reviewed annually in the first week of February. If at anytime, AU requires forms to be updated, you will be notified.

You may choose to return all borrowed equipment in to AU at any time, at which point you will be required to sign a "Advocacy Unlimited, Inc. | Techquity Equipment Return Form". Borrowed equipment will be inspected upon return.