



**Faculty Workstation Initiative  
Academic Technologies  
The George Washington University**



**LAPTOP COMPUTER REPLACEMENT POLICY**

Each year, numerous laptop computers are stolen from offices at The George Washington University. Generally these computers are found to have “mysteriously disappeared” from unattended unlocked offices or drawers. Mysterious disappearance is defined as a loss in which no evidence of theft exists, such as forced entry to an office or classroom. Insurance companies will not, as a general matter, cover the loss of computers that have disappeared under these circumstances. As a result, the University has asked that all requests for laptop computers, as compared to desktop computers, be evaluated carefully. Where laptops are provided, those to whom they are issued will be financially responsible for any disappearances of those laptops.

Theft of laptop computers from campus buildings and offices continues to be a serious problem at the University. Laptop computers are highly susceptible to theft because of their size and portability. In fact, laptop computers usually disappear without any sign of forced entry. University employees, who choose to use laptop computers because of their convenience and ease to transport, are expected to exercise a higher degree of personal responsibility to secure the equipment when it is not in use. Because the University is unable to purchase insurance to cover unexplained disappearances of property, there are currently no recourse or insurance funds available through the Office of Risk Management to cover unexplained laptop thefts.

Reimbursement from the University for the loss of a laptop computer will only be considered (but not guaranteed) if the laptop is taken from a locked desk, cabinet, or closet, and there are signs of forced entry. If you have a laptop that is stolen under these circumstances, you should immediately contact the University Police Department and request that they take a report. You should also contact the ORM at 202-994-3265 to file a stolen property claim. The property claim form may also be obtained via <http://www.gwu.edu/~riskmgnt/insurance/propertyclaimform.pdf>.

You have requested a laptop computer and that request has been approved subject to your signature below stating that you agree to be responsible for the designated value of that laptop computer resulting from the mysterious disappearance from any location. Please direct any questions regarding this obligation to Jared W. Johnson, FWI Project Manager. Please review this policy carefully. If you have any questions regarding the University’s Laptop Computer and Small Electronics policy, they may be directed to the Assistant Director of Claims in the Office of Risk Management at 202-994-9411 or visit: <http://my.gwu.edu/files/policies/LaptopTheftFINAL.pdf>. For additional information, visit: <http://www.gwu.edu/~riskmgnt/laptoppolicy.cfm> for additional information.

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**ACKNOWLEDGMENT**

I, \_\_\_\_\_, have read the above policy and understand that if the laptop computer which has been or will be provided to me by The George Washington University is lost or stolen, except from a locked desk or cabinet to which I have the only key and the key is in my possession, I will be individually financially responsible for the replacement cost of the laptop. To evidence my understanding, I have signed below as of the date stated.

(Signature) \_\_\_\_\_  
Date \_\_\_\_\_

Please clearly print!

Print First and Last Name: \_\_\_\_\_  
Circle School      **AA**    **CCAS**      **ESIA**      **GSEHD**      **GWSB**      **MVC**      **SEAS**  
Print Department \_\_\_\_\_

Return the completed form to your School Representative. This form **MUST** be signed and submitted to receive a Laptop under the FWI Program. If this policy is not received, the standard desktop will be allocated in lieu of the laptop.