

**Tablet Loan Device Agreement**

As a participant of a program through MAC Inc., I agree to the following statements related to a loaned tablet device for the purpose of participating in a virtual class.

1. I understand the tablet is the property of MAC Inc. and MAC Inc. retains all rights to hardware and software.

2. I understand I am the sole user of the tablet while checked out.

3. I agree to follow all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.

4. I agree to not remove or alter any MAC Inc. identification labels attached to or displayed on the tablet, or to change identification within the device.

5. I agree to keep the tablet and MAC Inc. information safe and secure. (i.e. Don’t leave the device in open view in your locked car, in areas of extreme temperature or humidity).

6. I agree to immediately report theft, loss, or damage to the tablet to the class coordinator immediately and to the police in the case of theft. In the case of unreported theft, borrower will be charged $350 (cost of tablet).

7. I agree to return the equipment within 48 hours after the end of the loan period set by MAC Inc., or when I am no longer participating in the class.

8. I agree to discontinue use and return the tablet after 1 missed online class without notifying the class coordinator. The tablet will be collected within 48 hours of the missed class.

9. I agree all repair work will be completed by MAC Inc. Costs associated from abuse or misuse of the equipment may be my responsibility.

10. I agree MAC Inc. will provide instructions on any required setup, as well as support with virtually attending my class.

11. I agree that I will only release my assigned tablet to my class coordinator, or an alternate MAC pickup person confirmed by the class coordinator.

12. I agree that MAC is responsible for all sanitizing procedures for the tablet before and after each user, I will not attempt to sanitize the tablet.

13. I agree that I will transport the tablet only in its assigned carrying case.

14. I agree that I will not remove any protective coverings on the tablet.

15. I agree that MAC Inc. has the right to disable the tablet at any time at their discretion.

**I have read and understand all terms of the Tablet Loan Device Agreement. I have also received and read the Technology Acceptable Use Agreement, and I agree to abide by the Agreement and the terms.**



Participant Name (Print) Participant Signature Date



**To be completed by class coordinator:**



Date Loaned Date Returned Loaned By Received By

**Loan Period:**

From: To:



 mm/dd/yyyy mm/dd/yyyy

Class Coordinators – please initial next to each date in the loan period.

Questions?

Please contact your class coordinator or Nancy Gompers at 410-742-0505 ext. 131

 email: ngompers@macinc.org