



Mid East Suffolk Teacher Center

Three Village CSD, 100 Suffolk Avenue, Stony Brook, NY 11790

(631) 730-5010

Website: www.mesttract.org

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iPad Loan Agreement-Staff Use

Please attach loan application to this agreement

Equipment Borrowed:

Tag #1: _____ Tag #2: _____ Tag #3: _____

Tag #4: _____ Tag #5: _____ Return Date: _____
(up to 3 months)

Note: Borrower is responsible to make sure that iPads and all accompanying materials are returned.

Please note how many of each of the following are included (REQUIRED):

	<u>Check Out</u>	<u>Check In</u>
Power Adapters	_____	_____
USB Cables	_____	_____

By receiving the equipment listed above, I agree to:

1. Check the equipment in and out with designated MESTRACT staff.
2. Prevent the abuse of the equipment.
3. Prevent the theft of the item by ensuring it is locked up and placed out of sight when not in use.
4. Not loan this equipment to another person.
5. Notify the MESTRACT Executive Director and/or Staff immediately if the equipment:
 - Ceases to operate properly
 - Has lost and/or missing parts
 - Is lost or stolen (a copy of a filed police report must be submitted)
6. **Equipment must be returned to factory settings (Erase All Content and Settings) prior to return. For factory settings to restore successfully, log out of iTunes App Store, iCloud and remove any passcodes that were added.**
7. You are required to complete two short feedback questions which are at the end of the loan application.

Borrowers are responsible for compliance with all district policies regarding internet use and access. MESTRACT is not liable for any misuse. Additional loan of equipment will not be permitted until all reimbursement is accounted for and/or the equipment is returned in good working condition. This loan is up to the discretion of the MESTRACT Policy Board and/or Executive Director.

Borrower must present a valid driver's license.

Borrower's Signature

Date

MESTRACT Representative's Signature

Date