

School of Education and Human Development iPad Lending Policy

Please read and complete this form in which you acknowledge and accept responsibility for the equipment checked out to you. All users must agree to and abide by the policies listed below before checking out any equipment. Please fill out all required information.

1. Borrowers are responsible for replacement cost of the **iPad, Case, charger, USB cable** checked out if lost, damaged, or stolen during the checkout period, as well as cost of repairs charged to us if repair is necessary due to damage, including damage caused by spillage from food or beverage.
2. Borrowers agree to use this iPad for the educational purposes for which it is intended. Borrowers will not change its programming by removing Apps, Music, and Photos without the express permission of the responsible Faculty member.
3. The maximum period of time for the iPad can be checked out is as long as you are registered for this class.
4. **It is highly recommended that all personal files be saved. ALL DATA will be removed and lost when returned to the ZEB.**
5. Do not touch the screen with any objects. Use a soft cloth to clean the screen if necessary. Avoid paper products (napkins, tissues and paper towels) as they will scratch the screen.
6. Do not leave any equipment inside your car or under direct sunlight. Extreme temperatures (hot and cold) will destroy the equipment.
7. If any equipment is stolen on campus, immediately report the theft to the University Police at 305-348-2626.
8. Any damage or loss must be immediately reported to the CASTIC office at 305-348-2499.

Full Name (Please print)

Check Out Date

Home Address

Return (Due) Date

Panther ID

iPad- Color and Number

Phone Number

Signature

Email Address

Checked out by (faculty member)

Checked in by

Date Returned