## Putford Parish Computer Loan Agreement

**Borrower Agreement**

Name:

Address:

Phone No:

Loan Start Date:

Loan Return Date (no later than):

By initialling each of the statements below, I (the Borrower) agree to the following terms and conditions:

Initials

I acknowledge that the loan of this equipment includes the laptop, the power supply, and the case. I have verified that these items are included at the time of loan.

I acknowledge that I am fully responsible for the security of the equipment and any peripheral devices once borrowed. Should the computer and/or any peripheral devices be damaged, lost, or stolen, I agree to pay up to £500 for their repair or replacement.

I acknowledge that the equipment may be borrowed for up to 2 weeks and that late return could result in the equipment being reported to the Police as stolen.

I have read and agree to adhere to the attached Terms of Use.

I acknowledge that files saved to the laptop’s hard disk will be discarded once it is returned. I understand that the Parish Council is not responsible for any lost files, or any loss or damage of any kind resulting there from.

I agree to be the sole user of this laptop. I understand that lending or renting the laptop to anyone is a violation of this contract.

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Date Borrower’s Signature

**Deposit**

**£30 deposit received**

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Parish Councillor Parish Councillor Signature

**£30 deposit returned**

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Date Borrower’s Signature

## Putford Parish Computer Loan Agreement

**Terms of Use**

1. You must be a resident of the Parish of West Putford or the Parish of East Putford to be eligible to loan the laptop
2. You must agree to use the laptop in accordance with these Terms of Use.
3. Loans are not transferrable. You must personally return all loaned equipment back to the Parish Councillor responsible.
4. You must exercise all due care of the equipment to prevent loss or damage during the period of the loan.
5. You accept full responsibility for any loss or damage to the equipment caused by your negligence or improper use. ‘Improper use’ includes using the equipment otherwise than in accordance with the manufacturer’s and/or the Parish Council’s instructions, using the equipment other than the purpose intended or allowing the equipment out of your control and custody and failing to protect it from loss or damage.
6. You will pay the cost of full repair or replacement of any equipment lost or damaged as a result of your negligence or improper use.
7. You agree to pay £30 refundable deposit for each period of loan (maximum 2 weeks). All deposits to be paid in cash and will be refunded on the safe return of the equipment in good condition to the responsible Parish Councillor within the agreed loan period.
8. Extensions to the loan period can be made with the permission of the responsible Parish Councillor.
9. In the event of loss or theft, you must report the missing items as soon as possible to the responsible Parish Councillor, and provide a Police Incident Number once it has been reported stolen.
10. Failure to return the equipment on time may result in the equipment being reported stolen to the Police and recovery procedures invoked.
11. You must log on to the ‘Temporary Account’ only, using the supplied password. All data associated with this account will be deleted when the equipment is returned and cannot be recovered. Under no circumstances must you attempt to use the ‘Putford Parish’ account.
12. Any software installed or files downloaded must be in accordance to appropriate software licensing and adhere to UK copyright law.
13. The equipment must not be used directly or indirectly for the download, creation, manipulation, transmission or storage of:
	1. any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
	2. unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;
	3. unsolicited “nuisance” emails;
	4. material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
	5. material with the intent to defraud or which is likely to deceive a third party;
	6. material which advocates or promotes any unlawful act;
	7. material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party; or
	8. material that brings the Parish Council into disrepute.
14. You must not:
	1. introduce data-interception, password-detecting or similar software;
	2. access or try to access data where the user knows or ought to know that they should have no access;
	3. carry out any hacking activities; or
	4. intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software.