

Digital Device Loan Agreement for Recipients – Samsung Tablets

This agreement covers the loan of Samsung Galaxy Tab A8 tablet devices from Bolton Library and Museum Services. It's designed to protect your rights and outlines your responsibilities.

Borrowing a Tablet

1. Tablets are loaned to you via organisations which have signed up to the Digital Bolton Lending Library. If you have any issues or problems with the device, contact them first.
2. Each tablet will be loaned along with:
 - A charging cable
 - A charging plug
 - A protective case
3. A tablet, charging kit and protective cases must be returned to the organisation you borrowed it from after the agreed loan period.
4. The borrowing organisation may specify what the tablet can be used for and may ask Bolton Library and Museum Services to limit access to particular applications, websites and programmes.
5. You are fully responsible for the tablet, charging kit and protective case while they are on loan to you. Please ensure that they are returned to the organisation in the condition in which they were loaned to you.
6. We also ask that you store the tablet safely when not in use and that you do not lend the digital device, charging kit or protective case to anyone else.
7. In borrowing the tablet, you agree to be bound by the terms of the Acceptable Use Policy.
8. By borrowing a device, you agree that we may from time to time send notifications to the device, alerting you to digital inclusion opportunities.

Damage or Loss

9. Bolton Library and Museum Services cannot be held responsible for any loss of data or damage incurred using a tablet.
10. If you happen to lose or damage a tablet while it is in your care and control, contact the borrowing organisation as soon as possible.

11. Should you violate the terms of the Acceptable Use Policy or wilfully misuse or damage a tablet, charging kit or case in any way, you may be asked to return the equipment and prevented from any further loan of kit.

Your Data

12. All tablets returned to Bolton Library and Museum Services will be securely wiped and re-set; all personal data will be deleted.
13. Bolton Library and Museum Services are not responsible for any loss of data from the equipment. You won't be able to access data that has been stored on a digital device after it has been re-set, including photos, browsing history, downloads, files and passwords.

Monitoring and Online Safety

14. Each tablet is loaned with Mobile Device Management (MDM) software installed. This protects your privacy and keeps your personal data secure.
15. Bolton Library and Museum Services reserves the right to scan, review and delete any files, applications or programmes held on the devices. This is so we can protect you against malware and spyware.
16. Bolton Library and Museum Services can locate a lost or stolen tablet using Mobile Device Management software. The location tracking function of the Mobile Device Management software will be used for the purposes of retrieving a lost or stolen tablet only. We cannot be held responsible for the loss of any personal data as a result of loss or theft of a device.
17. The tablets have Mobile Data Usage Management software installed on the SIM card. This allows our data supplier to manage usage remotely and runs alongside the MDM. This is used to monitor how much data is being used so that we can make sure each user has an appropriate access to online services.
18. All devices will be loaned with certain pre-set filters to comply with Bolton Council's Acceptable Use Policy.
19. With the prior agreement of the borrowing organisation, we can apply filters and restrictions on internet access to ensure the device complies with their rules and fits with their aims and objectives.

For information about how we process your data, please visit: bolton.gov.uk and search 'privacy notice'

I have read and understood the loan agreement: Signed

Date:

Digital Device Loan Agreement for Recipients – Chromebooks

This agreement covers the loan of Chromebook devices from Bolton Library and Museum Services. It's designed to protect your information and outlines your responsibilities.

Borrowing a Chromebook

1. Chromebooks are loaned to you via organisations which have signed up to the Digital Bolton Lending Library. If you have any issues or problems with the device, contact them first.
2. Each Chromebook will be loaned along with:
 - A charging cable
 - A charging plug
 - A carry case
3. A Chromebook, charging kit and carry cases must be returned to the organisation you borrowed it from after the agreed loan period.
4. The borrowing organisation may specify what the Chromebook can be used for and may ask Bolton Library and Museum Services to limit access to particular applications, websites and programmes.
5. You are fully responsible for the Chromebook, charging kit and carry case while they are on loan to you. Please ensure that they are returned to the organisation in the condition in which they were loaned to you.
6. We also ask that you store the Chromebook safely when not in use and that you do not lend the digital device, charging kit or carry case to anyone else.
7. In borrowing the Chromebook, you agree to be bound by the terms of the Acceptable Use Policy.
8. By borrowing a device, you agree that we may from time to time send notifications to the device, alerting you to digital inclusion opportunities.

Damage or Loss

9. Bolton Library and Museum Services cannot be held responsible for any loss of data or damage incurred using a Chromebook.
10. If you happen to lose or damage a Chromebook while it is in your care and control, contact the borrowing organisation as soon as possible.

11. Should you break the terms of the Acceptable Use Policy or wilfully misuse or damage a Chromebook, charging kit or case in any way, you may be asked to return the equipment and prevented from any further loan of kit.

Your Data

12. All Chromebooks returned to Bolton Library and Museum Services will be securely wiped and re-set; all personal data will be deleted.
13. Bolton Library and Museum Services are not responsible for any loss of data from the equipment. You won't be able to access data that has been stored on a digital device after it has been re-set, including photos, browsing history, downloads, files and passwords.

Monitoring and Online Safety

14. Each Chromebook is loaned with Mobile Device Management (MDM) software installed. This protects your privacy and keeps your personal data secure.
15. Chromebook access passwords can be reset remotely which will enable us to prevent access to the device if it is lost or stolen
16. The Chromebooks have Mobile Data Usage Management software installed on the SIM card. This allows our data supplier to manage usage remotely and runs alongside the MDM. This is used to monitor how much data is being used so that we can make sure each user has an appropriate access to online services.
17. All devices will be loaned with certain pre-set filters to comply with Bolton Council's Acceptable Use Policy.
18. With the prior agreement of the borrowing organisation, we can apply filters and restrictions on internet access to ensure the device complies with their rules and fits with their aims and objectives.

For information about how we process your data, please visit: bolton.gov.uk and search 'privacy notice'

I have read and understood the loan agreement: Signed

Date: