**XXXXX School**

**Agreement on Lending/Borrowing**

**Mobile Computer Device and Internet Access Equipment**

This agreement is entered into between the school (Lender), and the student and his/her parents/guardians below (Borrower). The borrower agrees to comply with the following terms on borrowing a mobile computer device and/or Internet access equipment for e-learning at school and/or at home.

*Please fill in the details in BLOCK LETTERS. Please give a ✓ in the appropriate box and delete where appropriate in fields marked with \*.*

**Part A: Borrower’s Particulars**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_ Student Reference No.: \_\_\_\_\_\_\_ Class: \_\_\_\_ Class No.: \_\_\_\_

**Part B: Items Borrowed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description**  (e.g. Brand Name, Model No., Serial No., etc.) | **Quantity** | **Cost (HK$)** | **Loan Period***#* |
| □Mobile Computer Device and |  |  |  | From\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ |
| □Accessory: Charger |  |  |  |
| □Accessory: Protective Cover |  |  |  |
| □ Accessory: \_\_\_\_\_\_\_\_\_ |  |  |  |
| □ Router |  |  |  | From\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ |
| □ Mobile Data Card |  |  |  | From\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ |

*# School shall determine the loan period according to the school context and in accordance with relevant guidelines (for example, “School Administration Guide” (for aided and caput schools) or Education Bureau Internal Circular No. 2/2009 (for government schools)).*

**Part C: Undertaking**

The borrower will comply with the following terms and arrangement, and also understand that in the event of any breach or non-compliance with this agreement, the school reserves the right to terminate the loan of the equipment and claim against the borrower all losses suffered by the school:

**(I) Mobile Computer Device (Including Accessories) and/or Router**

1. The equipment is solely for the designated student to conduct e-learning at school and/or at home. The borrower cannot lend the equipment to others.
2. The equipment is the school’s asset. The borrower should return the equipment in good condition to the lender in the following situations:
3. The end of the loan period;
4. The designated student withdraws from the school; or
5. When the lender considers necessary to collect the equipment temporarily, e.g. for equipment maintenance (including software updating) and checking.
6. If the equipment is damaged during the loan period (except normal wear and tear), the borrower must report to the lender as soon as possible. The lender, having regard to the actual circumstances, would determine the borrower’s responsibility for the damage, and may ask the borrower to pay for the cost incurred in accordance with the approval given by the Incorporated Management Committees (for aided and caput schools)/the Permanent Secretary for Education (for Direct Subsidy Scheme schools). If it is an act of vandalism, the lender may request the borrower (parents/guardians) to pay for the full cost of maintenance/a new set of equipment (The price of the equipment when conducting bulk purchase in 20XX is around HK$XXXX).
7. If the equipment is lost during the loan period, the lender would take follow-up actions, such as reporting to the police; and/or tracking the device’s location through mobile device management system, and providing the location to the police to assist in the investigation when necessary.
8. If there is any problem with the equipment during the loan period, the borrower must report to the school as soon as possible.

**(II) Mobile Data Card**

1. All mobile data cards require real-name registration before activation. \*Real-name registration of the SIM service plans card(s) has been completed by the school / Registration of the pre-paid SIM card(s) shall be completed by the borrower [please delete where inappropriate]. The borrower shall be responsible for making good use of the mobile data card(s) for e-learning, and shall not use or allow others to use the mobile data card(s) for illegal purposes, otherwise the borrower shall be liable for the relevant legal responsibilities and consequences.
2. If the mobile data card(s) is/are lost, the borrower shall report to the lender as soon as possible. The registered user of the card(s) shall notify the telecommunications service provider soonest to avoid the card(s) being misused by others.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Borrower** | | |  | **Lender** | | |
| Signature of \*Parent/  Guardian | ： |  |  | Signature of \*Principal/  School Representative | ： |  |
| \*Name of Parent/  Guardian | ： |  |  | Name of \*Principal/  Representative | ： |  |
| Date | ： |  |  | Date | ： |  |
| **Witness**（If any） | | |  | **Witness** | | | |
| Signature | ： |  |  | Signature | ： |  | |
| Name | ： |  |  | Name | ： |  | |
| Date | ： |  |  | Date | ： |  | |

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