**iPad Air User Guideline and Agreement 2015**

**User Guidelines:**

* The user will maintain the device in good working condition.
* The user will not jailbreak the device.
* All apps, data and settings on the device may be erased when the iPads are returned.
* Even with the protective case, the device is fragile. It should be used with care, avoid dropping it and exposure to water and other liquids.
* Staff and students using these devices agree to the terms and conditions outlined in the UM Calendar and ICTO Document Number 10-00003.
* Please be consistent with the academic and research purposes and goals of the University of Macau. 號所列的條款，該設備僅用於從事學術和科研等相關服務，多謝合作。

**User Agreement: Between the Borrower and CTLE/GE Programme**

* The user agreed to return the device and accessories in good working condition at the end of the specified borrowing period.
* The user agrees to pay for any damage to the device beyond reasonable wear and tear during the usage period (for reference, the screen replacement fee is about MOP 700 to 1400)
* If the user loses the device or accessories or of they are stolen, he/she agree to pay the replacement cost of device and accessories.

**🞏 I have read and agreed with the above user guideline and agreement.**

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| --- | --- | --- | --- |
| Total: | **\_\_ iPad Air No. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20** | | |
| Accessories: | **\_\_ Apple 10W Power supply**  **\_\_ Apple Lightning to USB Cable (1 m)** | | |
| Case: | **\_\_ Protective covers** | | |
| Period of loan: | **From: D / M / 2015 To: D / M / 2015** | | |
| Name of borrower: | **Dr.** | | |
| Staff ID Number:  Email: | **UM ID: \_\_\_**  **\_\_\_\_@umac.mo** | **Office:** | **Tel. 8822-\_\_\_\_** |

Staff who borrow an iPad are expected to disseminate any best practices that emerged, particularly any teaching activities. For instance, best practices can be disseminated through a presentation at a CTLE/GE event or a blog post on a CTLE T&L blog.

I have read and agreed with the above user guideline and agreement.

Signature of borrower: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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For CTLE Office Use

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| Borrowing date | \_\_ / \_\_ / 2015 |
| Checked out by: | C. Fulton (Room E6-3113) |
| Approved by S. Benson / T. Lam | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Copy of borrowers UM ID attached |  |
| Received and checked in by: |  |
| Return date: |  |
| Remarks/ condition: |  |