

Laptop Care Agreement

This Laptop Care Agreement outlines the responsibilities and expectations regarding the usage and care of the laptop provided to you by The Learning Source Digital Navigation Program. The laptop is a valuable tool that can facilitate your learning and work experience. Upon successful completion of the six required Digital Skills classes, the laptop remains yours for your own future use. By signing this contract, you agree to follow the guidelines listed below to ensure the proper maintenance and longevity of this device.

This agreement certifies that the undersigned learner is receiving a free-to-keep laptop device through The Learning Source Digital Navigation Program.

Device Warranty:

This laptop is covered by a one-year warranty through PCs for People. For any warranty-related inquiries, please contact PCs for People directly.

Conditions:

1. The laptop must not be sold or transferred to another party.
2. After the learner's sixth appointment, the laptop becomes the sole responsibility of the learner.

Responsibilities:

1. General Usage:

- The Learner must handle the device with care and avoid any actions that could cause damage, such as throwing, dropping, or mishandling the laptop.
- The Learner should avoid letting others use the laptop unsupervised.

2. Protection and Security:

- Learners are responsible for keeping the laptop in a secure location when not in use. When not in use, keep the laptop turned off.
- Learners must not share login credentials with anyone and should maintain a strong and unique password to prevent unauthorized tampering of device.

3. Internet Usage:

- Learners should avoid the download of games and usage of malicious/harmful websites that can compromise the security of the

laptop. Downloading games and using unsafe websites can cause viruses that make the computer run slower or not work. It can lead to Malware being installed. Malware is when people are tracking your laptop usage and can easily steal private personal information.

4. Travel and Transportation:

- Learners should carry the laptop with care, using appropriate carrying case/sleeve/bag to protect it.

5. Maintenance and Cleaning:

- Learners are expected to keep the laptop clean and free from dirt, debris, and spills. This means keeping food and drink away from the device.
- If any issues (not working, dents appear, etc.) arise with your laptop, please report it to PCs for People staff.

By signing this agreement, the learner acknowledges receipt of the laptop device and agrees to the terms outlined above.

Date: _____

Name of Learner: _____

Name of Digital Navigator: _____

Learner's SMART Goal:

Signature of Learner: _____

Signature of Digital Navigator: _____

