

Electronic Device Borrowing Agreement

Under the ARIZONA@WORK- Yuma County Supportive Services Local Policy, the Local Workforce Development Board (LWDB) allows the Local Workforce Development Areas (LWDAs) to provide a loaned electronic device such as a laptop or tablet as a supportive service to participants enrolled in WIOA Title IB Adult, Dislocated Worker, or Youth Programs receiving training, education services, or Work Experience/Internship/On-The-Job Training employment opportunities.

In consideration of the right to use a loaned electronic device, participant agrees to abide by the following terms and conditions as stated on this agreement. Please read this entire agreement carefully. This agreement must be signed and dated by participant and parent (*if participant is a minor*) prior to issuance of the device provided by the LWDA.

- The device is considered property of the Service Provider, is subject to monitoring, and is being issued for instructional purposes while receiving Training, Education services, or Work Experience/Internship/On-The-Job Training.
- Participant must return device upon completion of services.
- Participant agrees for the Service Provider to inspect the electronic device upon returning.
- Participant agrees not to lend, or provide device to any other person while in his/her possession.
- Participant will take full responsibility for maintaining reasonable daily care to ensure electronic device is not damaged. In the event of damage due to negligence, participant will be fully liable for full cost for repair/replacements.
- Participant must report loss, theft, or damage to his/her assigned Case Manager immediately.
- Participant is prohibited from downloading or installing unauthorized games, programs, files, music, or other electronic media that is not associated with the training, education service, or Work Experience/Internship/OJT provided by the program.
- Inappropriate material on device may result in the participant losing their right to loan this device.
- Files, documents should not be saved on device, but rather to a flash drive, Google docs and or email files.
- Laptop/ Tablet Tag Number must not be removed or altered from device.
- Device surface must not be personalized in any way to include but limited to adding stickers, paint, ink, marker, carvings, etc.
- Participant will not attempt to make any repairs to device. If technical problems, should be reported to assigned Case Manager.

By signing below, I acknowledge and agree to the terms set forth in this agreement. I understand I am fully responsible to protect and safeguard the electronic device and return the device by the due date in good condition and repair.

Participant Name (Print): _____ Participant I.D. #: _____ Laptop/Tablet Tag No. : _____

Participant Signature: _____ Date: _____

Parent Signature: _____ Date: _____
(Required if participant is a minor)