

## Self-service laptop loans terms and conditions

Please read and accept the following terms and conditions to borrow this device.

### Your responsibilities

By pressing 'Accept', you agree that:

- This laptop is your responsibility. This includes liability for any damage, loss or theft
- You must abide by all aspects of Manchester Metropolitan University IT Services Acceptable Use Policy and the Mobile Device Security Policy (see desktop icons)
- You may not install any software, change systems settings or download browser plug-ins on this device
- For your own security, you must shut down the laptop before you return it to prevent anyone else from accessing your files or email

### Conditions of the loan

By using this loan service, you agree that:

- You must return this laptop to the same locker you borrowed it from, within the 24 hour loan period
- We recommend that you stay on site with this device and keep it out of sight when moving around on campus
- You may only borrow one laptop at a time. There is no renewal facility, but you may borrow another device once you have returned this one, subject to availability
- **When you return the laptop to the locker, you must ensure the power cable is connected. Until you have done this, the device is still in your possession and your responsibility**
- Failure to return the laptop within the agreed loan period of 24 hours, may result in your access to the University's electronic resources being disabled

### Help and support

- If you have any problems with this device or the loan lockers themselves during your loan period, please contact the IT Helpline on 0161 247 4646
- For support and guidance on how to get the best from IT Services at Manchester Metropolitan University, head to [www.mmu.ac.uk/itservices](http://www.mmu.ac.uk/itservices)