



Take Home Tablet Policy and Agreement

RIFLI offers Take Home Tablets to currently enrolled RIFLI students. Take Home Tablets are intended to help students extend their classroom experience and improve their computer skills. For the duration of their class session, students with Internet access can borrow the Tablet assigned to them and connect to their home Internet Service Provider. Students without Internet access can borrow their assigned Tablet as well as RIFLI provided mobile Internet access for the duration of their class session (see RIFLI's separate Take Home Internet Policy and Agreement).

Take Home Tablet Equipment:

- Microsoft Surface 2 or 3 Tablet, 32GB
- Microsoft Surface 2 or 3 Type Keyboard Cover
- Microsoft Surface 2 or 3 Power Cord
- Microsoft Bluetooth Mouse
- Carrying case for Microsoft Surface 2 or 3 Tablet & Accessories

Cost:

Take Home Tablets are provided **FREE** to currently enrolled RIFLI students. Students must have a valid Ocean State Libraries library card with a current address on file and no outstanding fines.

Lending Policy:

- **Eligibility:** Currently enrolled RIFLI student with valid Ocean State Libraries card/ no outstanding fines
- **Loan Period:** the duration of your RIFLI class. Equipment must be returned no later than the last day of your class
- **Renewals:** None
- **Check-out:** devices and equipment are distributed by RIFLI teachers and checked out at the library branch where your class takes place
- **Borrowing Limit:** one Tablet with accessories per student
- **Returning equipment:** all equipment must be returned to the same library branch from which it was checked out. Upon return, all student data and downloads will be deleted and the Tablets will be restored to their pre-loan condition.
- **Lost or equipment not returned:** If equipment is not returned by the last day of class, student library accounts will be blocked and a fine of \$5.00 per day will be charged to the account for each day the equipment is overdue. If equipment is not returned within 30 days after the last class, student library accounts will be charged the full replacement value* for the equipment. If equipment is not returned 60 days after the class has ended, the student's library account will be referred to a collection agency.
- **Damaged equipment:** the cost for repair of damaged equipment is the sole responsibility of the student who checked it out.

RIFLI Tablet Number _____ Tablet Serial Number _____

Providence Public Library bar code _____

Student
Name _____

Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Alternate Phone _____

Ocean State Library card number _____

RIFLI Class and Location _____

RIFLI Teacher _____

Last day of class session _____

I agree to assume full responsibility for the safety and care of the above RIFLI equipment during the time it is checked out to me. My signature below acknowledges that I have read, understand and agree to all of the terms and conditions of the RIFLI Take Home Tablet Policy and Agreement.

Signature _____ Date _____

*Equipment replacement costs:

Take Home Tablet Equipment:

- Microsoft Surface 2 or 3 Tablet, 32 GB _____ \$449.00
- Microsoft Surface 2 Or 3 Type Keyboard Cover _____ \$129.99
- Microsoft Surface 2 or 3 Power Cord _____ \$39.99
- Carrying case for Microsoft Surface 2 or 3 _____ \$39.99
- Microsoft Bluetooth Mouse _____ \$41.99