



## Portable Devices User Agreement Form

Name:	
Device(s):	
Serial Number(s):	
IMEI:	
Date of Issue:	
Date of Return:	

In accepting the use of a SEStran portable device, I agree to the following conditions:

1. I understand that I am solely responsible for the device whilst in my possession
2. I shall only use the device for SEStran related purposes.
3. I shall keep the device in good working order and will notify the Business Manager of any defect or malfunction during my use.
4. I shall not install and / or download any unauthorised software and / or applications
5. I shall not allow the device to be used by an unknown or unauthorised person. I assume the responsibility for the actions of others while using the device
6. I shall abide by SEStran's Information Security policy.
7. Any work saved on the device will be deleted prior to its return
8. If the device is lost, stolen or damaged, the incident must be reported to the Business Manager within 24 hours
9. If the lost, stolen or damaged device and / or accessories is determined to be caused by negligence or intentional misuse, I shall assume the full financial responsibility for repair costs or fair market value of the device.
10. I am aware that any breach of these policies may render me liable to disciplinary action under SEStran's procedures.

**Signed:**.....

**Date:**.....