

## **MMR – Tablet Agreement**

(once TripSpark RidePro is implemented)

I have received a tablet to use as a tool for completing the required reports in the TripSpark RidePro software and for use as a mobile hotspot.

By accepting possession of the tablet and software, I agree to the following:

- I understand that the tablet is to be used only for MMR business
  - Mobile hotspot connection
    - Only to be used during commute time
  - Google maps
  - TripSpark RidePro reporting
  - Other MMR documents or software with prior approval from MMR staff
- I shall not sell, lease or otherwise grant anyone rights to the tablet
- I shall adhere to all applicable copyright and other regulations regarding the software and hardware
- I will not download any personal applications, media or content to the device
- I will return the tablet in its original condition
- I understand that I am responsible for any damage to the tablet
- I will return the tablet at any time when requested by MMR
- I will reimburse MMR for the tablet if lost or damaged
- I will immediately file a police report and send a copy of the report to MMR staff if the tablet is stolen

The following actions must be taken to protect the tablet, software and confidential data that may be on the tablet:

- Do not leave tablet unattended in any van, home or public place
- Keep information password protected
- Log off when away from the tablet
- Protect from liquids or dampness
- Protect from extreme temperatures (do not leave in van, or direct sunlight for long periods of time)

If the tablet is damaged or inoperable, the participant must complete the following:

- Contact MMR staff immediately
- Return the damaged tablet to MMR
- Complete the Tablet Damage Form

All participants are given ONE (1) tablet replacement before privileges are temporarily or permanently revoked (unless MMR staff determines it is a manufacturing issue)