



**AETS**  
Anishinabek Employment  
and Training Services

**HEAD OFFICE:**

Biigtigong Nishnaabeg  
2 Rabbit Drive  
PO Box 220  
Heron Bay, ON  
P0T 1R0

**SATELLITE OFFICE:**

Suite 210 - 250 Park Avenue  
Thunder Bay, ON  
P7B 1C2

**BRANCH OFFICE:**

(Mailing Address)

523 Algoma Street North  
South Wing, Box #4, 3rd Floor  
Thunder Bay, ON  
P7A 5C2

Tel: 807-346-0307

Fax: 807-346-0310

Email: aets@aets.org

**Anishinabek Employment & Training Services  
Acceptance to the loan and use of an AETS laptop**

**The loan of an AETS owned and supported laptop device is a privilege, not a right.  
Legal title to this laptop device is with AETS and shall remain at all times with AETS.**

Client Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Tel Number(s): \_\_\_\_\_

Serial Number: \_\_\_\_\_ Laptop Model: \_\_\_\_\_

**Please read the following and sign to confirm acceptance.**

1. I acknowledge receipt of an Anishinabek Employment and Training Services (AETS) laptop on loan, to be kept in the same condition as received, in working order and ready for training and job search related usage as authorized by AETS, for return on \_\_\_\_\_ (date).
2. I agree to abide by AETS policies for the use of this device, ensuring responsible, and ethical use, maintaining professionalism, personal privacy and the AETS professional image. If I do not agree with the AETS laptop device guidelines, AETS may immediately terminate my privileges, repossess this device, and I agree to immediately return this device to AETS and reconcile any outstanding charges related to any personal usage of or damage to this device.
3. I understand that any non-job search and non-educational related usages (i.e. software or games downloads, or on-line purchasing) with an AETS laptop device are prohibited. I understand that TBXI provides AETS with tools to highlight likely personal usage, and that AETS has the right to claim back for any charges for personal usage up to 12 months afterwards.
4. I will not permit unauthorized person(s) to access this laptop, nor to have the laptop passwords. I will check in with the AETS teacher bi-weekly to ensure the laptop is being used appropriately.
5. I accept responsibility for any penalty arising from the use of this laptop device in contravention to any relevant legislation(s) i.e. I will not use this laptop: to conduct illegal transactions, for harassment or while operating a motor vehicle. I will be personally liable for fines and penalties incurred by any such contravention(s) and AETS actions including termination of my training.
6. I will ensure the adequate physical security of this laptop device and I agree to provide AETS with any passwords I have used to secure the device upon request from AETS.
7. I understand that if the device is lost or stolen, I must inform AETS immediately. Otherwise, I acknowledge that I may be personally liable for the cost of any subsequent usage, damage and costs to replace this laptop device.
8. I agree to maintain the software configuration of the operating system and the applications installed, and not to install any further applications. I understand that if this laptop device is upgraded or upon AETS request, I must return this device to AETS for recycling.

**ACKNOWLEDGEMENT AND AGREEMENT**

I, \_\_\_\_\_, acknowledge that I have read, understand and agree to adhere to the terms for the loan of this laptop device for my AETS sponsored training and job search.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date