



Device Loan Agreements for Pupils

This document should be read and signed in conjunction with the Device Loan Form. You should read the terms and conditions set out in the agreement and provide a signature at the end of this agreement to confirm that you have read and agree to these terms.

1. This agreement is between:

- 1) Alfred Street Junior School, Rushden, Northants
- 2) [Name of parent and their address]

And governs the use and care of devices assigned to the parent's child. This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil [a laptop/tablet, etc] for the purpose of doing schoolwork from home.
2. This agreement sets the conditions for taking an Alfred Street Junior School laptop/tablet home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times whether on the school's property or not.

If the equipment is **damaged, lost or stolen**, I will immediately inform **Mrs Heffernan the School Business Manager**, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police and request a crime number.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I agree to not leave the equipment unsupervised in unsecured areas.

I agree to keep the equipment in good condition and to return it to the school on demand from the school in the same condition.

I agree that the pupil will not decorate or change the external face of the equipment provided in any way, including affixing stickers.



Alfred Street Junior School

Headteacher: Mrs Kelly O'Connor

I understand that all technical support and maintenance must go through ALFRED STREET JUNIOR SCHOOL.

I will take reasonable health and safety precautions when using a device and I understand that the school is not responsible for any damage to person or property resulting from the device or equipment loaned.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

Include details of your acceptable use policy for devices, e.g.:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with our Behaviour Policy, if the pupil engages in any of the above **at any time**.

4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

I agree that the pupil will not install any software or equipment such as printers and scanners on to the device.

I agree that changes to the inner hardware will not be made

I agree that the pupil will not reset the laptop login password or add other accounts



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I understand that the school is not responsible for any costs resulting from the use of the device and the connectivity equipment, including electricity, printer cartridges, paper or any cost occurring from an internet service not provided by the school.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

Insert your school's device protection measures. We include suggestions here:

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact **Mrs Heffernan** on the email **bursar@alfredstreet.northants-ecl.gov.uk**

6. Return date

I will return the device in its original condition to the **School Office** within **2 days** of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	