

15/07/21
Version 1.0



All Saint's CE (Aided) School

Student Loan Agreement

PUPIL'S FULL NAME	
CLASS	
DATE	
ASSIGNED LAPTOP	

Mr J Smithson

IT Manager

All Saints Primary School.

1. This agreement is between:

- 1) All Saints Primary School
- 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 DFE Laptop for the purpose of accessing school learning whilst in isolation.
2. This agreement sets the conditions for taking a All Saints Primary School laptop 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, while it is in my possession outside school, that I and the pupil are responsible for the equipment at all times.

If the equipment is damaged, lost or stolen, I will immediately inform the school office, 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.

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

- Generally look after the device and keep it in good condition
- Return it to the school on their demand
- Use the device in an appropriate manner to support learning and wellbeing
- 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 may monitor 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:

- 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

- Attempting to download or install any additional, unauthorised software without the consent of the school

I accept that the school may sanction the pupil, in line with our **Behavior Policy with COVID-19 Appendix**, 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.

5. Data protection

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

- Don't share usernames or passwords beyond intended users and guardians
- 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 Mr Jordan Smithson on the email **support@allsaints.peterborough.sch.uk**

6. Return date

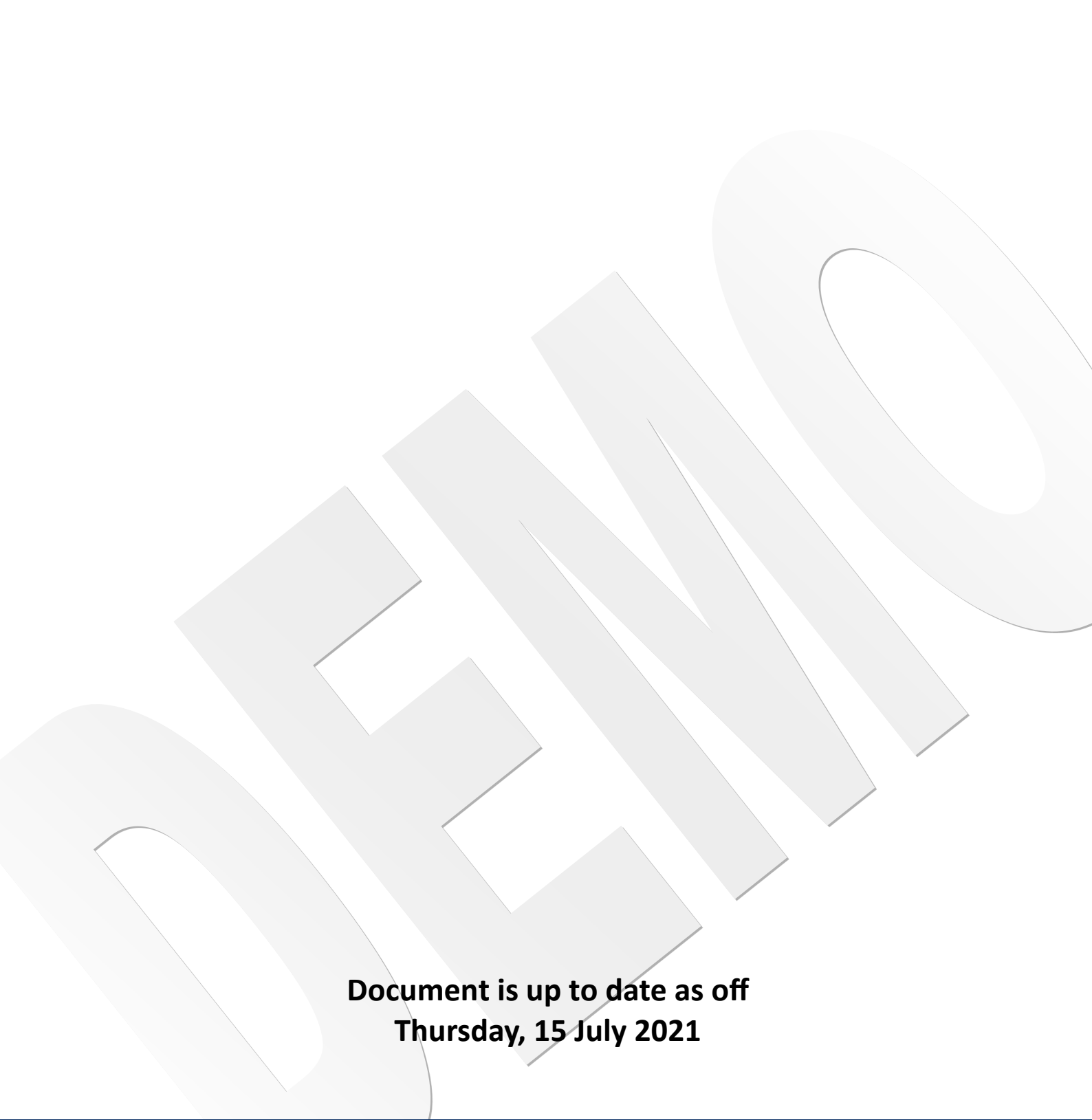
I will return the device in its original condition to main office within 2 days of being requested to do so.

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	



**Document is up to date as off
Thursday, 15 July 2021**

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