Student Device Loan Agreement Form

Introduction

This agreement has been drawn up to set the conditions in which a student may have personal use of a school laptop be it supplied by the school, or via any other laptop funding scheme. The Student Loan Device Agreement Form is set out to inform all the conditions under which they may have use of a school laptop computer and is intended to guide and protect both the student and the school.

In order to effectively administer all its computer systems against attack from viruses, spyware and hackers, the school reserves the right to scan, review and delete any files that may be held on its computer systems, including laptops. This may at times necessitate the monitoring of any individual’s computer and/or internet activity. In any circumstances, personal privacy and confidentiality will be strictly observed at all times.

1. This agreement is between:

1) Charlton School (“the school”)

2) The Parent and the Pupil

Governs the use and care of devices assigned to the parent’s child (the “pupil”). This agreement covers the period from the date the device is issued through to the return date of the device to the school (to be confirmed).

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 Chromebook (“the equipment”) for the purpose of home learning.

2. This agreement sets the conditions for taking a Charlton School (“the equipment”)] 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 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 the school on 01952 386800, 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 agree to keep the equipment in good condition and to return it to the school on their demand in the same condition as to which it received (allowing for reasonable wear).

I will not leave the equipment unsupervised in unsecured areas.

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
* Will not take the device outside of the UK

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:

* 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.

5. Data protection

All information supplied by you with this Agreement will be used for the sole purpose of providing the IT equipment. Your equipment loan information, will be held and maintained in accordance with the provisions of Data Protection Legislation. The data will not be passed to any other third party without your consent, except when the school is required to do so by law.

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

* 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 is left inactive for a period of time
* Do not share the equipment among family or friends
* Please save work to OneDrive or other school provided storage locations where possible as this is protected and secure. Do not save sensitive information locally to the device.
* Computer and internet use will only be made through the pupils own login which should not be made available to any other person.
* The device is for **home use only** and should not be brought into school.

If I need help doing any of the above, I will contact the schools ICT department on [helpme@charlton.uk.com](mailto:helpme@charlton.uk.com)

6. Return date

I will return the device in its original condition to the school’s ICT department within 3 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 for use of a Charlton School laptop computer.**

| DEvice type | (To be completed by admin) |
| --- | --- |
| Device id | (To be completed by admin) |
| serial number: | (To be completed by admin) |

| PUPIL’S FULL NAME: |  |
| --- | --- |
| DATE: |  |
| TUTOR GROUP: |  |
| STUDENTS SIGNATURE: |  |

**Parent/Carer Permission.**

As the parent/carer of the student signing above, I agree to the terms and conditions above and grant permission for the student to have the use of a school laptop computer. I understand that students will be held accountable for their own actions.

| PARENTS FULL NAME: |  |
| --- | --- |
| DATE: |  |
| parent’s signature: |  |