

DIGITAL DEVICE LOAN AGREEMENT



We are loaning you this device for the benefit of your child in supporting and developing their education.

1. The loan agreement exists between the school and the named person who has signed this loan agreement.

Pupil Name:

Parent/Carer's Name & Address:

2. The device will be loaned to the named person for the duration of the period in which the child is working remotely or as agreed with staff at Brockwell Junior School

Device / Computer Model, Serial Number and Value:

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You must return the device / computer. We will inform you of the dates by when or on which the computer must be returned.

3. Should you move address from the location you have given us, it is essential that you inform your school at the earliest opportunity.

4. You will be issued with a device and power supply. These remain the property of Brockwell Junior School.

5. You will be able to install licensed legally purchased software and equipment such as printers and scanners on your device / computer. At no point must you open the computer and make changes to the inner hardware.

6. The device / computer and the connectivity equipment must not be used for any illegal and/or antisocial purpose.

7. There may be occasions when we need you to return the device / computer to school for upgrades and maintenance. Please note that because of these upgrades, it may be necessary to completely remove all information contained on the computer. Brockwell Junior School cannot be held responsible for the loss or damage of any data on the computer during this process. It is your responsibility to return the device / computer to school.

During this process, technical members of staff may view data or programmes on the computer. You will be held responsible to the acceptable use policy at this point. You

may want to remove personal data from the computer before its return.

8. All technical support and maintenance must go through Brockwell Junior School. Devices are controlled by the school and can be accessed remotely. They are set to time out at 8pm and filters available.

9. Your device / computer must never be left unattended in a vehicle including overnight. If your device / computer is stolen, you must immediately report it to the police and get a crime reference number. Immediately report this to us.

10. If your computer is damaged, immediately contact us. We will do our best to repair the damage. You are liable for wilful damage of the device to the value of the amount stated by the serial number.

Responsibilities you have to care for your computer

11. You have a responsibility to take reasonable care to ensure the security of the computer and connectivity equipment.

12. You must not decorate or change the external face of the equipment provided in any way, including affixing stickers.

13. Reasonable health and safety precautions should be taken when using a computer. The school is not responsible for any damage to person or property resulting from the computer or equipment loaned.

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

I, the parent/carer, have read or had explained and understand the terms and conditions in the home loan agreement. I understand that by breaching the conditions the loan of the computer may be withdrawn by the school.

Signed _____ Date _____

Printed Name _____

School Address: Brockwell Junior School, Purbeck Avenue, Chesterfield S40 4NP

Date here..... Device serial Number and Model.....

Device user agreement – pupil

This agreement is between Brockwell Junior School and pupils and is valid for the academic year of 2020/21 or for a period of remote learning. The device is the property of the school and can be monitored.

We have created this agreement to make sure you understand how devices must be used. If you do not follow this agreement, you will be disciplined and may have your device taken off you.

General use principles

- The device belongs to the school and is given on loan to you.
- If you leave the school before completing the school year, you must return the device to your teacher.
- If the device is damaged, lost or stolen you must report it to a staff member immediately.
- If you think the device has been stolen, you must report it to the police and tell a staff member giving the crime reference number.
- If you lose /damage any chargers / other equipment for the device, you must replace it.
- You must not use your device around food or drink.

The school will:

- Monitor your usage of the device to make sure it is being used correctly.

The pupil will:

- Use all devices appropriately and responsibly.
- Only use your device for educational purposes.
- Store devices safely.
- Follow this agreement and take care of devices.
- Follow any instructions from staff.
- Give the device back to your teacher when you return to school.
- Use any electronic communication appropriately.
- Review the loaning school equipment agreement with parents.

The pupil will not:

- Modify the device in any way, unless a staff member has given you permission to do so.
- Apply marks, stickers or other decorations to the device.
- Give the device to another pupil.
- Remove any covers from the device.
- Sync the device with any computer.
- Delete browsing history from the device.
- Disable any applications on the device.
- Access any websites that you have not been given permission to do so.
- Send any inappropriate messages.
- Send, access or upload any inappropriate images and videos.
- Access any other pupil's account or files on the device.

I agree that the device will be used appropriately and will follow this agreement at all times.

Pupil Name: _____

Parent Signature: _____