Digital Device Loan Agreement for Pupils

This agreement is between:

1. **St. Anne (Stanley) C of E Primary School and**
2. **Name of parent/carer and their address**

and governs the use and care of devices assigned to the Parent/Carer’s child, name of pupil. This agreement covers the period from the date the device is issued, through to the return date of the device to school.

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

The school is lending the pupil an electronic device for the purpose of remote learning at home.

The device loaned:

This agreement sets the conditions for taking an electronic device from St Anne (Stanley) C of E Primary

School 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**.

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 school. 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.

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.

Unacceptable Use

I am aware that the school can monitor 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 the behaviour policy, if the pupil engages in any unacceptable use of the device **at any time.**

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.

Data protection

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’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.

Return date

I will return the device in its original condition to school within one day 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.**

Consent

**Byphysically** 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 |  |

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

Please sign by typing your name and your child’s name.

| PUPIL’S Full name |  |
| --- | --- |
| PARENT’S full name |  |