



Device loan agreement

1. This agreement is between:

1) Stockbridge Primary & Pre-School ("the school")

2) _____ ("the parent" and "I")

And 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.

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 notebook, keyboard, charger and case ("the equipment") for the purpose of completing school work and accessing Google classroom and related content as set out by the class teacher.

2. This agreement sets the conditions for taking a Stockbridge Primary and Pre-school tablet, keyboard, charger and case 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.

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. (£200 will be requested if the equipment requires replacing) If the equipment is stolen, I will also immediately inform the police, seek a police crime number so that the school can claim on their insurance. I will also add it to my home insurance policy.

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

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. The device has anti virus software automatically installed and will monitor possible threats.

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
- Causing intentional damage to the equipment
- Using inappropriate or offensive language



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- Using the equipment for anything other than set school work

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 equipment is for the sole use of the name pupil and they 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.

- 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
- Do not download apps onto the device or alter the settings in any way

6. Return date

I will return the device in its original condition to the school office within 3 days of being requested to do so and will sign it back in to confirm I have received it.

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	

Or virtual consent

By 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	

For Office use only:

Serial Number _____ Laptop Number _____

Date returned _____ Staff signature _____