



St Anne's Catholic Primary School

Device loan agreement for pupils

1. This agreement is between:

- St Anne's Catholic Primary School
- Identified pupil and their carer

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 device for the purpose of accessing remote learning during the period of remote learning **ONLY**
2. This agreement sets the conditions for taking a device home.

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 this agreement 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 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 and the school.

I agree to keep the equipment in good condition and to return it to the school on the demand from 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 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.

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

My child will not install any software on to the device whilst using it

My child will not use the device for anything other than school work

My child understands that when the device is returned to school the device will be checked for any inappropriate use whilst being used by them before being loaned to another child

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**.

I will make myself aware of safer internet use and ensure my child stays safe online.

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, outside of the family or allow any other person to use the device.

5. Data protection

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

- **My child will not change any passwords provided by the school unless instructed to do so and then the password will be agreed with the school**
- **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 the school by emailing;-

schooloffice@stannes.wirral.sch.uk



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.

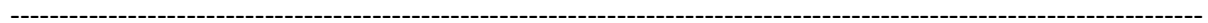
I understand that the equipment is on loan to my child for a set period of time.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

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.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	
DEVICE NUMBER	



PUPIL'S FULL NAME	
PARENT'S FULL NAME	
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