



## **Device Loan Agreement – Parent / Carers**

This agreement is between and the parent of the pupil who is loaned a school device. It is valid from the date that the device is issued until the date that the device is returned. The device remains the property of the school and is subject to the relevant school policies.

This agreement has been created to establish the conditions by which your child may be loaned a device for the purposes of remote learning. It explains the acceptable use of the device which you should ensure your child adheres to at all times. You should read and understand the agreement's conditions before consenting to the loan.

If the conditions of this agreement are breached, the school may request that the device be returned immediately. You may be liable for any damages or loss of property incurred.

For the purpose of effectively administering its ICT systems against attack by viruses, spyware and hackers, the school reserves the right to scan, review and delete any files that may be held on its devices. This may, at times, necessitate the monitoring of the device and its internet activity; personal privacy and confidentiality will be strictly observed at all times.

### **Acceptable use**

The device belongs to the school and is provided on loan for your child's use; it should not be loaned out to anyone else or used by anyone else. The device is to be used for the purpose of remote learning only and not for personal use. The school may monitor your child's activity on the device. Your responsibilities include the following:

- Ensuring your child's activity on the device is overseen by an adult at all times.
- Preventing your child from carrying out activity that is inappropriate and contrary to the device's intended purpose.
- Recognising that the school will manage your child's activity in line with the Behaviour Policy if they engage in unacceptable use, such as using offensive language or using the internet to bully someone.
- Ensuring the online safety of your child on the device, e.g. setting parental controls on your home broadband where necessary.
- Ensuring that your child's activity on the device does not bring the school into disrepute.
- Installing software on the device only with the prior agreement of the school.
- Ensuring that the device is not modified in any way, e.g. removing covers or disabling applications.
- Reporting any issues with the device to the school as soon as possible by phoning the office on 01325 730366.

## **Data Protection**

In order to keep the data on the device protected, you are expected to observe the following measures:

- The device will be kept password-protected with a password provided by the school; this must not be shared with anyone else.
- The device is locked whenever it is not in use or left inactive for a period of time.
- The device is not used by anyone else in the household.
- The latest updates to operating systems and anti-virus software are downloaded as prompted by the device or the school.

If at any time there are any issues or concerns regarding the above measures, you should contact the school's ICT support team as soon as possible at [ingleton@durhamlearning.net](mailto:ingleton@durhamlearning.net). The school will manage data on its devices in line with the Data Protection Policy.

## **Loss or Damage**

By signing this agreement, you are accepting full responsibility for the device loaned to your child and acknowledging you understand the conditions of its use. The device will remain your responsibility until it has been returned to the school in the same condition that it was received.

If the device suffers damage you will immediately contact the school. You will contact the school and the police where it is suspected stolen. You acknowledge that you are responsible for reasonable costs requested by the school to repair or replace the device where necessary.

If you face difficulty in reimbursing the costs of repair or replacement of the device, you should contact the headteacher on 01325 730366 to discuss the matter.

In order to protect the device, you will ensure the following measures are observed:

- The device is not left unsupervised when in use
- The device is kept in a secure place when not in use
- The device is not left visibly on display in a car or at home
- The device is used appropriately, e.g. on a table
- No marks or decorations, e.g. stickers, are placed on the device
- No food or drink is consumed near the device.

-----

Please read each statement and tick the corresponding box to show you agree to the terms, then provide your name below.

- I will use ensure my child uses the device appropriately.
- I will follow this agreement at all times and return the device to the school when requested.
- I understand that if I or my child do not follow this agreement the school may request that the device be returned immediately.
- I understand that I may be liable for reasonable costs incurred if the device needs to be repaired or replaced during this agreement.

|                                   |  |
|-----------------------------------|--|
| <b>Pupil name (please print)</b>  |  |
| <b>Parent name (please print)</b> |  |
| <b>Parent signature</b>           |  |
| <b>Date</b>                       |  |