

# Pupil IT Device Loan Agreement



## Parent / Guardian agreement

Pupil name

Pupil class

Parent / Guardian name

Your school is lending IT equipment for the purpose of allowing you to work from home during the coronavirus situation.

### By signing this form;

I agree to keep all items borrowed in good condition. I agree to return items(s) promptly to the school office when requested.

I am responsible for replacement costs if equipment is lost, damaged, destroyed or stolen. If I fail to return items borrowed in good condition by the return due date, the cost of repair or replacement will be due and payable to the school.

I have read or heard this agreement read aloud, and understand the conditions. My signature is my commitment to adhere to these responsibilities and terms.

Printed parent / guardian name

Parent / Guardian signature

Date

School representative signature

Date:

# Acceptable Use Policy



This acceptable use policy is specifically for the use of loan school equipment at home. The purpose of this policy is to ensure that you stay safe and respect others when using loaned devices.

- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my parents or the UK Safer Internet Centre - <https://www.saferinternet.org.uk/our-helplines>
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc.)
- I will not arrange to meet anyone.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass any internet filtering system that is put in place.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I understand that the school devices are primarily intended for educational use.
- I understand that making any large downloads or streaming online videos and games for extended periods, could affect others working from home.
- I understand the using computers for long periods is not good for us. Screen time should be balanced with other activities (exercise, reading, writing, etc.)
- I understand that these rules are designed to keep me safe.

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use policy. If you do not sign and return this agreement, the loaning of the device may not be granted.

Pupil name

Pupil signature

Parent /  
Guardian name

Parent / Guardian  
signature

Date