



Device loan agreement for pupils

1. This agreement is between:

- 1) Leen Mills Primary School, Hucknall, Nottingham, NG15 8BZ ("the school")
- 2) Name of parent and their address- inset below:

_____ ("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 laptop or tablet device ("the equipment") for the purpose of [doing schoolwork from home and accessing educational resources for learning.
2. This agreement sets the conditions for taking a Leen Mills Primary School laptop or tablet ("the equipment")] 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.

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 staff on 0115 9536688 or office@leenmills.notts.sch.uk. 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.

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

I will not leave the equipment unsupervised in unsecured areas.

If the equipment is damaged, lost or stolen, and your child is eligible for the pupil premium or disadvantaged funding, contact the school office staff on 0115 9536688 or office@leenmills.notts.sch.uk.

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.

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 the device for anything outside the parameters of educational use e.g. work that is set by the class teacher.
- 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 our behaviour policy, if the pupil engages in any of the above **at any time**. For more information regarding online safety and behaviour policies please see the statutory policies section of our website: <https://www.leenmillsprimary.co.uk/our-school/policies/statutory-policies/>

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.

5. Data protection

I agree to take the following measures to keep the data on the device protected. Our devices are managed by Atom IT services and have been updated with virus protection software and child-safe firewalls to help pupils access age-appropriate content. Although every effort has been made to safeguard internet access children should still be monitored by a trusted and responsible adult during usage. Should any virus protection or firewall support fail at any time please contact the school office on 0115 9536688 or office@leenmills.notts.sch.uk or support@atomit.co.uk when out of school hours.

Pupils have access to Microsoft Office 365 accounts and have access to Microsoft software. To log in securely use the pupil account provided followed by their password. Please ensure:

- Usernames and passwords are not shared with others
- The equipment is 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
- If there are any technical difficulties I contact the school support (as mentioned above)



6. Return date

I will return the device in its original condition to the school office within 14 days 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.

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	

E-signature accepted:

By signing this form electronically, 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	