

Device loan agreements for pupils

Instructions for school:

1. Device collection
 - a. Send this agreement to the parents / carers email or by uploading it to your school website
 - b. Arrange collection date and time with parent / carer
 - c. Ask parent / carer to bring a signed copy when they collect the device, if possible
 - d. Have paper copies of the agreement available at school for parents who don't bring in a signed copy (e.g. if they don't have a printer)

Device loan agreement for pupils

1. This agreement is between:

- 1.1. The **Multi Academy Trust (MAT)**, known as The Rainbow Multi Academy Trust.
- 1.2. The **Parent / Carer**, known as [Name of parent and their address].
- 1.3. This agreement governs the use and care of devices assigned to the parent's / carer's child (the "**pupil**"). This agreement covers the period from the date the device is issued (the "**issue date**") through to the "**return date**" of the device to the school.
- 1.4. All issued equipment shall remain the sole property of the MAT and is governed by the individual school's policies.
- 1.5. The Multi Academy Trust is lending the pupil a laptop for the purpose of completing home learning.
- 1.6. This agreement sets the conditions for taking a MAT device home.

2. Damage / loss

- 2.1. I understand that as the parent / carer along with the pupil are responsible for the equipment at all times whether on the school's property or not.
- 2.2. If the equipment is damaged, lost or stolen, I will immediately inform the Headteacher and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment.
- 2.3. If the equipment is stolen, I will immediately inform the police.
- 2.4. I agree to keep the equipment in good condition and to return it to the school on their demand in the same condition as received initially from the school.
- 2.5. I will not leave the equipment unsupervised in unsecured areas.
- 2.6. I will make sure the pupil takes the following measures to protect the device:
 - 2.6.1. Keep the device in a secure place when not in use
 - 2.6.2. Ensure the device will not be left in a car or on show at home
 - 2.6.3. Food and drink will not be consumed near the device
 - 2.6.4. The device will not be lent siblings or friends unless named in the contract
 - 2.6.5. The equipment will not be left unsupervised in unsecured areas
 - 2.6.6. Ensure it is only used for completing home learning (the internet searches and usage will be remotely monitored by our contracted IT Team and school and if inappropriate use is found then the Head will be informed and the relevant school policies will then be implemented.)

3. Unacceptable use

- 3.1. I am aware that our contracted IT team and school monitors the pupil's activity on this device.
- 3.2. I agree that my child will not carry out any activity that constitutes 'unacceptable use'.
- 3.3. This includes, but is not limited to the following:
 - 3.3.1. Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination

- 3.3.2. Any illegal conduct, or statements which are deemed to be advocating illegal activity
 - 3.3.3. Activity which defames or disparages the school, or risks bringing the school into disrepute
 - 3.3.4. Causing intentional damage to ICT facilities or materials
 - 3.3.5. Using inappropriate or offensive language
 - 3.3.6. Searching for inappropriate or offensive content
 - 3.3.7. Using the device to take inappropriate or offensive pictures
- 3.4. 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

- 4.1. 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

- 5.1. I agree to take the following measures to keep the data on the device protected.
 - 5.1.1. Keep the equipment password-protected
 - 5.1.2. Make sure my child locks the equipment if it's left inactive for a period of time
 - 5.1.3. Make sure my child does not share the equipment among family or friends
 - 5.1.4. Bring the equipment back into school when requested for software updates etc
- 5.2. If I need help doing any of the above, I will contact the Head will seek further IT support
- 5.3. I understand that the below aspects will be undertaken automatically by the MATs contracted IT support team:
 - 5.3.1. Antivirus, anti-spyware, monitoring and filtering software updated automatically
 - 5.3.2. Updates to operating systems updated automatically

6. Return date

- 6.1. I will return the device in its original condition to the school office within 5 working days of being requested to do so.
- 6.2. I will ensure the return of the equipment to the school if the pupil no longer attends the school or is failing to complete and submit home learning.

7. Consent

7.1. By signing this form, I confirm that I have read and agree to the terms and conditions set out above, and that I and the pupil will adhere to the terms of this loan.

Issue date	
Pupil's full name	
School representative full name	
School representative signature	
School representative date	
Parent's full name	
Parent's signature	
Parent's date	
Return date (to be completed at end of loan)	