



Gladstone Road Primary School Device Loan Agreement for Pupils



To support your child being able to take part in home learning activities, the school is able to loan you a school laptop. You will need to sign and return this agreement to school when you collect the laptop.

Device Loan agreement for pupils

1. This agreement is between:

Gladstone Road Primary School, Wooler Street, Scarborough, YO12 7DD (“the school”)

The agreement 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 (“the equipment”) for the purpose of doing schoolwork from home during the Covid Pandemic. The laptop will be security marked.
2. This agreement sets the conditions for taking a Gladstone Road Primary School laptop (“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 or ICT Support (ICTSupport@gladstone.n-yorks.sch.uk), 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.

(You may wish to see if you can include this device in your home contents insurance as it would cost approximately £450 to replace a laptop).

I agree to keep the equipment in good condition and to return it to the school in the same condition when requested.

I will not leave the equipment unsupervised in unsecured areas.

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
- Don’t leave the device 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 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**.

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.

- Keep the equipment password-protected
- 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

If I need help doing any of the above, I will contact ICT Support on the email ICTSupport@gladstone.n-yorks.sch.uk

6. Return date

I will return the device in its original condition to the school office within 7 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.

Gladstone Road Primary School

Responsible Internet Use Policy

We use the school computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- **I will ask permission before entering any Web site, unless my teacher has already approved that site.**
- **On a network, I will use only my own class login and password, which I will keep secret.**
- **I will not look at or delete other people's files.**
- **I will not bring memory devices into school without permission.**
- **I will not use Internet chat.**
- **I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**
- **I know that the school may check my computer files and may monitor the Internet sites I visit.**
- **I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.**

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorized use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorized or unlawful.