**Mary Dean’s CofE Primary School**

**School Laptop Loan Agreement**

**Laptop Loan Agreement**

Mary Dean’s CofE Primary School is to provide Laptops to pupils to use during periods of home learning due to Covid-19 pandemic to assist in the delivery of the curriculum.

The School has agreed that a Laptop will be loaned to your child for the duration of any class or group closure or period of self-isolation affecting the child.

The loan is to commence upon the closure of a class or group and be returned on the first day that your child returns to school.

It is the school’s expectation that pupils will use the loan of the Laptop in a respectful manner. It is important to take care of any ICT equipment and make sure it is properly looked after.

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| **School:** | Mary Dean’s CofE Primary School |
| **School Representative:** | Mrs T Jones. Head Teacher |
| **School Representative Contact:** | (01752) 773521 773521  [office@marydeans.plymouth.sch.uk](mailto:office@marydeans.plymouth.sch.uk) |
| **Name of Parent or Carer:** |  |
| **Pupil’s Name:** |  |
| **Pupil’s Class:** |  |
| **Device:** |  |
| **Model/Serial Number of Device:** |  |
| **Remote Learning Period:** |  |

As a parent/guardian/carer of a pupil to whom a Laptop has been loaned you have read and agreed to the following terms and conditions:

* The equipment provided is the property of Mary Dean’s CofE Primary School and is for the sole use of assisting in the delivery of the school curriculum and not for personal use.
* I agree no apps or software will be installed on the device.
* I agree that the School’s anti-virus software is installed and must not be uninstalled.
* Should any faults occur, I agree that I will notify Mrs Jones, the Head Teacher, as soon as possible so that any necessary repairs may be arranged. Under no circumstances will I, or anyone other than school ICT staff, attempt to fix suspected hardware or software faults.
* I will ensure my child takes the following measures to protect the device:
  + Keep the device in a secure place when not in use
  + Not leave the device in a car or on show at home
  + Not eat or drink around the device
  + Not lending the device to siblings or friends
* I will ensure that any internet access using the Laptop at home is for an appropriate educational purpose.
* The agree the Laptop **will not** be used for**:**
  + Using the internet to harass or bully any person
  + Any illegal activity
  + Activity which defames or disparages the school, or risks bringing the school into disrepute
  + Using inappropriate or offensive language
* I confirm that I have read and agree to current school policies regarding internet protection, data protection and child protection and safeguarding (available on school website):  
  <https://www.marydeansprimaryschool.co.uk/policies>
* I confirm that I will take responsibility for the use of the device at all times during the remote learning period and comply with the school’s expectations.
* I agree that the device will not be misused or tampered with by any person.
* I will ensure that the device is returned to the School at the end of the remote learning period or within 5 business days of the School requesting the device be returned.
* If the device is stolen I will also report this to the Police.
* I understand that if the device is damaged, lost or stolen I will be responsible for reimbursing the school for the cost associated with the replacement or repair of the device.

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE LOANED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RETURN DATE: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Staff Use Only:

I hereby authorise release of the device listed above to the borrower.

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date returned and records amended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_