

## Device Loan Agreement

### 1. This agreement is between:

1.1 **Primrose Hill Primary School, Phoebe Street, Ordsall, Salford, M5 3PJ** (“the school”)

1.2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (“the carer” and “I”)

The school has agreed to loan to the carer and the pupil a device together with any additional equipment (“device/s”) for the purpose of enabling the pupil to do work from home which has been set by the school.

This agreement is intended to govern the use and care of the device assigned to \_\_\_\_\_ (“the pupil”) and sets out the terms and conditions for taking the devices home, the use, care and the loan of the device (device details are listed in Section 10: Consent)

All issued devices, including any chargers and additional hardware, shall remain the sole property of the school and will be governed by the school’s policies.

This agreement covers the period from the date the device is issued to the carer and pupil through to the return of the device to the school as set out in the terms and conditions below.

### 2. Use of the device

#### As a Parent/Carer I agree:

- to encourage the pupil to care for and protect their device.
- that the device will not be used for any illegal and/or anti-social purpose.
- to ensure that, if I am aware of any damage to or problems with the device, they are dealt with as soon as possible (see Section 3: Damage/Loss for contact details).
- to ensure that the pupil only uses software already installed on the device, and that no unauthorised software will be installed.
- that Anti-virus software installed on the device must not be uninstalled.
- to keep the device in good condition and to return it upon demand from the school in the same condition.
- to ensure the pupil takes the following measures to protect the device:
  - Keeps the device in a secure place when not in use
  - Make sure that the device is locked when not in use
  - Does not leave the device in a car or on show at home

# PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

- Does not eat or drink around the device
- Does not lend the device to siblings or friends
- Does not leave the device unsupervised in unsecured areas

## As a Pupil I agree to:

- look after the device very carefully all of the time.
- tell my carer if I have any problems with the device or it gets broken.
- make sure it is kept in a safe place when it is not in use.
- always carry the device around in the proper bag or box –where provided.
- take care when transporting the device and ensure that it is as secure as possible.
- take reasonable precautions to prevent the introduction of computer viruses.
- abide by internet safety rules as set by the School.
- abide by the school's policies concerning internet use, social media and email.
- not use the device to insult or upset other people or post inappropriate material online.
- ensure that anti virus software installed on the device is not uninstalled.
- Not to install any additional software without prior written agreement of the school.

The carer and the pupil understand that it is the responsibility of the pupil to back-up their work regularly and that the school will not accept responsibility for the loss of work in the event of the device malfunctioning.

The school will provide login details which will give access to online storage and backup of any files that are created whilst using the device.

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.

### 3. Damage/loss

I agree to take full responsibility for the loan device 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 device at all times whether on the school's property or not.

If the device is damaged, lost or stolen I will immediately inform:

**Mr Jon Samuel**

**Tel: 0161 921 2406**

**Email: [jonathan.samuel@salford.gov.uk](mailto:jonathan.samuel@salford.gov.uk)**

**DM: ClassDojo**



# PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

and I acknowledge that I am responsible for the reasonable costs suggested by the school to repair or replace the device. If the device is stolen I will immediately inform the police.

The device has software installed which allows for the tracking and remote wiping of the device, in order to render it useless to a third party should the device be lost or stolen or should possession otherwise transfer to a third party without the school's written consent.

## 4. Unacceptable use

I am aware that the school will monitor the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes "unacceptable use" and I and the pupil will abide by the schools Acceptable Use Policies (signed when your child joined the school and detailed below for reference).

This includes, but is not limited to the following:



# PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

## Parent/Carer Acceptable Use Policy

The Acceptable Use Policies are intended to ensure that pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use. The policy ensures the protection of school systems and users from accidental or deliberate misuse that could put the security of the systems and users at risk. It is vital for parents and carers to be aware of the importance of online safety.

Parent/Carer's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

- As the parent/carers of the above pupil I give permission for my son/daughter to have access to the internet and to ICT systems at school.
- I have read through the Acceptable Use Policy with my child and they have signed the policy to show they understand what it says and agree to follow it.
- I know that my son/daughter has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that my son's/daughter's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.
- I agree to at least one parent attending one online safety briefing that will take place during this academic year.
- I understand that the school's Acceptable Use Policies are subject to change and that the latest information and up to date policies can be found on the school website.

Signed \_\_\_\_\_

Date \_\_\_\_\_



# PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ



## Pupil Acceptable Use Policy Key Stage 1

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers or tablets.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of all the computing equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer or tablet.

My name

---

My class

---

Date

---



# PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ



## Pupil Acceptable Use Policy Key Stage 2

These rules will keep me safe and help me to be fair to others:

- I will only use the school's computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only email people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

***I have read and understand these rules and agree to them.***

***I know that if I break the rules I might not be allowed to use a computer or tablet.***

**My name** \_\_\_\_\_

**My class** \_\_\_\_\_

**Date** \_\_\_\_\_



# PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

I accept that the school will sanction the pupil, in line with its behaviour/discipline policy, if the pupil engages in any of the above at any time. This includes the possible recovery of the device.

## 5. 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 device to any other person.

## 6. Data protection

I agree to take the following measures to keep the data on the device protected.

- If enabled, keep the device 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 the child locks the device if it's left inactive for a period of time
- Do not share the device among family or friends
- Update anti-virus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

***If I need help doing any of the above, I will contact:***

**Mr Jon Samuel**

**Tel: 0161 921 2406**

**Email: [jonathan.samuel@salford.gov.uk](mailto:jonathan.samuel@salford.gov.uk)**

**DM: ClassDojo**

## 7. Return date and Termination

This agreement will remain in place until **MONDAY 22ND FEBRUARY 2021** to cover the duration of the school closure (***this period will be extended in the event of an extension to the school closure***).

The device must be returned to school on the pupils first day back.

Where the pupil no longer attends the school I will ensure the return of the device to the school.

The misuse of the device will result in this agreement being terminated and permission to loan the device being withdrawn with immediate effect. I understand that at the point the agreement is terminated I must return the device to the school immediately.

## 8. School liability

To the fullest extent permitted by law, the school will not be liable for any consequential, incidental, indirect or direct damages arising out of these

# PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

terms or the use of the device, including without limitation any losses of or affecting yours or the pupil's personal property, software or data.

## 9. Governing law

This agreement shall be governed by and construed in accordance with the laws of England.

## 10. Consent

By signing this form, the pupil and the carer confirm that they have read and agree to the terms and conditions set in this agreement.

### PARENT/CARER'S AGREEMENT

I agree to the terms and conditions set out in this agreement.

Name: .....

Signed: .....

Date: .....

### PUPIL'S AGREEMENT (CAN BE SIGNED ON PUPIL'S BEHALF BY PARENT/CARER)

I agree to abide by these terms in my use of the device.

Name: .....

Signed: .....

Date: .....

### SCHOOL AGREEMENT

I agree on behalf of Primrose Hill Primary School to provide the device on these terms and conditions.

Name: **Jon Samuel, Computing Subject Lead**

Signed: *JMSamuel*

Date: .....



# PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

## 11. Device details

<b>Device Type</b>	
<b>Device ID</b>	
<b>Make</b>	
<b>Model</b>	

### Additional device details (if applicable)

<b>Device Type</b>	
<b>Device Serial Number/ID</b>	
<b>Make</b>	
<b>Model</b>	

<b>Device Type</b>	
<b>Device Serial Number/ID</b>	
<b>Make</b>	
<b>Model</b>	

# PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

## 10. Consent

By signing this form, the pupil and the carer confirm that they have read and agree to the terms and conditions set in this agreement.

### PARENT/CARER'S AGREEMENT

I agree to the terms and conditions set out in this agreement.

Name: .....

Signed: .....

Date: .....

### PUPIL'S AGREEMENT (CAN BE SIGNED ON PUPIL'S BEHALF BY PARENT/CARER)

I agree to abide by these terms in my use of the device.

Name: .....

Signed: .....

Date: .....

### SCHOOL AGREEMENT

I agree on behalf of Primrose Hill Primary School to provide the device on these terms and conditions.

Name: **Jon Samuel, Computing Subject Lead**

Signed: *JMSamuel*

Date: .....



# PRIMROSE HILL PRIMARY SCHOOL

Phoebe Street, Ordsall, Salford, M5 3PJ

## 11. Device details

<b>Device Type</b>	
<b>Device ID</b>	
<b>Make</b>	
<b>Model</b>	

### Additional device details (if applicable)

<b>Device Type</b>	
<b>Device Serial Number/ID</b>	
<b>Make</b>	
<b>Model</b>	

<b>Device Type</b>	
<b>Device Serial Number/ID</b>	
<b>Make</b>	
<b>Model</b>	