



Cookridge Primary School

Tinshill Drive, Leeds, LS16 7DH

Headteacher, Mrs L Hunter

Tel. 0113 3862500 Email: info@cookridge.leeds.sch.uk

<http://cookridgeprimaryschool.co.uk>

School Device Loan Agreement

1. This agreement is between:

- 1) Cookridge Primary School
- 2) Parent/Carer named below

And governs the use and care of devices assigned to the parent/carer'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/tablet, etc.] ("the equipment") for the purpose of doing schoolwork from home/special project, etc.
2. This agreement sets the conditions for taking a Cookridge Primary School "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, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment (current cost to replace as of 5-1-2020 is £402). If the equipment is stolen, I will also immediately inform the police.

Under no circumstances will I, or anyone other than school ICT staff, attempt to fix suspected hardware or software faults.

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.

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



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- 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 will not loan the equipment to any other person.

I understand that it is not permitted to use the laptop to store non-school related documents, photographs, videos or media files under any circumstances.

5. Data protection

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

- Keep the equipment 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
- Leave the current antivirus and anti-spyware software installed
- Only use software licensed by the school, authorised by the school's ICT Staff
- Do not insert pen drives into the device. This is the easiest way to transmit computer viruses.
- Close the device down and restart regularly to ensure it is fully patched and receives virus updates automatically.

If I need help doing any of the above, I will contact the school office and ask to be put in touch with the ICT staff on the email info@cookridge.leeds.sch.uk.



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6. Return date

I will return the device in its original condition to the school office within 2 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	

8. Device details

MAKE			
MODEL			
SERIAL NUMBER			
DATE ISSUED			
ISSUED BY			
SIGNED		DATE	

DATE RETURNED			
RECEIVED BY			
SIGNED		DATE	