



# **PENPOL SCHOOL**

## **Device Loan Agreement for Staff and Pupils**

**Signed by:**

\_\_\_\_\_ **Head Teacher**      **Date:** \_\_\_\_\_

\_\_\_\_\_ **Chair of Governors**      **Date:** \_\_\_\_\_

**Updated 31<sup>st</sup> January 2022**

# Device loan agreements for staff and pupils

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## Device loan agreement for staff

### 1. This agreement is between:

1) Penpol School ("the school")

2) .....("the employee" and "I")

And governs the use and care of devices assigned to individual staff members. 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 employee a Laptop or Macbook ("the equipment") for the purpose of Student Work.

2. This agreement sets the conditions for the employee taking 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 have read and agree to these terms.

### 2. Damage/loss

By signing this agreement, I agree to take full responsibility for the equipment issued to me and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I am 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 Chris Coyle-Chislett, the Head Teacher, and I acknowledge that I am responsible for full replacement costs. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

Insurance provider: Zurich

Policy number: QLA05U0080013000

Type of cover:

### 3. Unacceptable use

I am aware that the school monitors my activity on the equipment.

I will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to:

- Accessing, creating, storing or linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate

- Sharing confidential information about the school, its pupils, or other members of the school community
- Setting up any software, applications or web services on this device without approval by authorised personnel, or creating or using any programme, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data
- Carrying out any activity which defames or disparages the school, or risks bringing the school into disrepute
- Using inappropriate or offensive language

I accept that if I engage in any activity that constitutes 'unacceptable use, I may face disciplinary action in line with the school's policies on staff discipline/staff code of conduct/etc.

#### 4. Personal use

I will not use this device for any 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 - 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 equipment locks if left inactive for a period of time
- Do not share the equipment among family or friends
- Update antivirus 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 Paul Hudson on the email [phudson@penpol.cornwall.sch.uk](mailto:phudson@penpol.cornwall.sch.uk).

#### 6. Return date

I will return the device in its original condition to the School Office within 14 days of being requested to do so.

I will return the equipment to the school upon resignation, dismissal or if I leave the employment of the school for any other reason.

#### 7. Consent

By signing this form, I confirm that I have read and agree to the rules and conditions above.

FULL NAME

SIGNATURE

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# Device loan agreement for pupils

## 1. This agreement is between:

1) Penpol School (“the school”)

2) ..... (“the parent” and “I”)

And 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 or Macbook (“the equipment”) for the purpose of home schooling.
2. This agreement sets the conditions for taking a Penpol School Laptop or Macbook (“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 Chris Coyle-Chislett, the Head Teacher, 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.

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.

If the equipment is damaged, lost or stolen, and your child is eligible for the pupil premium, contact Chris Coyle-Chislett, the Head Teacher.

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
- 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/discipline 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.

Insert your school's device protection measures. We include suggestions here:

- 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
- Update antivirus 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 Paul Hudson on the email [phudson@penpol.cornwall.sch.uk](mailto:phudson@penpol.cornwall.sch.uk).

#### 6. Return date

I will return the device in its original condition to The School Office within 14 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.

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|--------------------|--|
| PUPIL'S FULL NAME  |  |
| PARENT'S FULL NAME |  |
| PARENT'S SIGNATURE |  |