



THE NEW GUILD TRUST

Device Loan Agreement for Pupils

- If parents are collecting devices from school:
 - Send this agreement to them by email or by uploading it to your school website.
 - Ask parents to bring in a signed copy when they collect the device, if possible.
 - Have paper copies of the agreement available at school for parents who do not bring in a signed copy (e.g. if they do not have a printer).
- If you are unable to get a physical copy of the signed document (e.g. if you are sending the device by courier, or if you can not see the parent in person):
 - Upload the loan agreement to your school website, or attach it to your device request form or survey that you send to parents.
 - Include a compulsory question in your device request form/survey that asks parents to confirm they've read and agree to the terms set out in the agreement.

Device Loan Agreement for Pupils (Moorpark Junior School)

1. This agreement is between:

1) **Moorpark Junior School, Park Road, Burslem, Stoke-on-Trent, ST6 1HL** (“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 (“the equipment”) for the purpose of doing schoolwork from home.
2. This agreement sets the conditions for taking a **Moorpark Junior School** laptop 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 the 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 premises or not.

If the equipment is damaged, lost or stolen, I will immediately inform **Mrs. L. Wright**, 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 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:

- Keeps the device in a secure place when not in use
- Does not leave the device in a car or on show at home
- Does not eat or drink around the device
- Does not lend the device to siblings or friends
- Does not 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 no other members of my household will use the device other than my child. (The school applies filters to all devices in order to monitor what websites are accessed and so any misuse will result in the device being recalled back to the school and parents/carers will be warned.)

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 IT 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 IT facilities or materials.
- Using inappropriate or offensive language.
- Accessing ANY social media platforms.

I accept that the school will sanction the pupil, in line with our Behaviour and Rewards 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 - 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 is left inactive for a period of time.
- Not to 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 **Mrs. L. Wright on email moorpark@moorparkjunior.co.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.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	
MOORPARK JUNIOR STAFF SIGNATURE	
ITEM DETAILS	
DATE ISSUED	
DATE RETURNED	