



St Hugh's School

Device loan agreement for pupils
at St Hugh's School

Device loan agreement for pupils

This agreement is between: St Hugh's School, Scunthorpe, Bushfield Road, DN16 1NB and yourself

And governs the use and care of devices assigned to the parent's child. 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 Chromebook device for the purpose of remote learning and additional studies.
2. This agreement sets the conditions for taking a St Hugh's Chromebook device home.

N.B Please note that school hold a record of which devices have gone to which homes including the device serial number. Each device also has a location tracker within them.

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 admin.sthughs@northlincs.gov.uk email 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.

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
- Never share my password.

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:

Access any inappropriate websites

Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)

Use chat rooms

Open any attachments in emails, or follow any links in emails, without first checking with a teacher

Use any inappropriate language when communicating online, including in emails

Share my password with others or log in to the school's network using someone else's details

Bully other people

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.

I agree to keep the device in a clean condition using appropriate cleaning products for electronic devices.

I agree to keep the device charged

I agree that my child will bring the device into school with them each day

5. Data protection

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

- Use the password provided by the school IT department
- Make sure my child locks the equipment each time it is left alone
- Do not share the equipment among family or friends

If I need help doing any of the above, I will read the accompanying parent guide or contact my child's class teacher if I have any questions.

6. Return date

I will return the device in its original condition to the school office within 7 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

Please click on the following link to consent to the outlined terms and conditions.

<https://forms.office.com/Pages/ResponsePage.aspx?id=P-r97dfn2UiCkgIOah6eSyZn2GMn8M5L+9pPhP9p8zpUNjEOT0dWWjJIM0IKTIJYUE9MMUZYSFdPRi4u>