



Device loan agreement for DHJS pupils

January 2021 v1

Device loan agreement for pupils

Child: XXX
Class: XX

DHJS Barcode: DUL00XXX

1. This agreement is between:

- 1) Dulwich Hamlet Junior School (“the school”)
- 2) XXX (“the parent/carer” and “I”)

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 Samsung Chromebook 4, laptop sleeve, and charger (“the equipment”) for the purpose of school work from home.
2. This agreement sets the conditions for taking a Dulwich Hamlet Junior School Samsung Chromebook 4 (“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 Dulwich Hamlet Admin Team, either by email (preferable) at office@dulwichhamletjuniorschool.org.uk or by telephone call. 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

3. Unacceptable use

I am aware that the school monitors the pupil’s activity on this device.

I agree to monitor my child’s use on this device, and to ensure that it is only used for the purpose of school work from home, as provided by DHJS.

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 Values and 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 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 – all devices are set-up for the specific child at the time of loan, with their school password
- 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 the DHJS Admin Team either by telephone call, but preferably by email at office@dulwichhamletjuniorschool.org.uk who will forward to the relevant member of staff.

6. Return date

I will return the device in its original condition to the Admin Team via the 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

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	
DHJS STAFF MEMBER NAME ISSUING DEVICE	
DHJS STAFF MEMBER SIGNATURE	
DATE OF ISSUE OF DEVICE	

