

Orchard Mead Academy

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t. 0116 241 3371

e. office@orchard-tmet.uk

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Executive Principal: Ms R Hindocha

May 2020

Dear Parent/Carer,

Device Loan Agreement

I am pleased to confirm that we are able to loan your child(ren) a Laptop/Chromebook in order to support with home learning whilst the school remains closed.

The device will be connected to the TMET network when pupils use them at home, so it is managed and filtered as if they were at school. Our IT department will also have the ability to remotely access the device, so if they are experiencing any problems please just let us know by emailing our IT Helpdesk at helpdesk@tmet.uk

The device remains the property of the school, and must be returned in good condition with reasonable wear and tear when the school reopens. The device is covered by our insurance policy, however please note that there is an excess of £250 if the device is lost or damaged, which you would be responsible for paying.

The use of the device is subject to the Parent Agreement and Pupil Acceptable Use Agreement. Both of these agreements are attached for your reference, and must be completed.

We hope that this initiative will support with home learning, and if you have any queries please do get in touch with the school.

Yours sincerely,

Yours sincerely,



Rita Hindocha
Executive Principal

Device Loan Agreement for Pupils

- 1.1 This agreement is between **Orchard Mead Academy** and _____ “the parent/carer” of _____ the “Pupil”.
- 1.2 It governs the use and care of devices loaned to the pupil, be it supplied directly by the school, or via any other laptop funding scheme. This agreement covers the period from the date the device is issued through to the return date of the device to the school.
- 1.3 All issued device shall **remain the sole property of the school** and is governed by the Trust’s/School’s policies.
- 1.4 The school is lending the pupil a device for the purpose of doing school work from home.
- 1.5 This agreement sets the conditions for taking the device home and is intended to guide and protect both the pupil and the school.

Damage/loss

- 2.1 By signing this agreement, the parent/carer agrees to take **full responsibility** for the loaned device issued to the pupil and I have read this agreement and understand the conditions of the agreement.
- 2.2 The parent/carer and pupil understand they are responsible for the device at all times whether on the School’s property or not.
- 2.3 If the device is **damaged, lost or stolen**, the parent/carer will immediately inform **the school on 0116 241 3371 or by emailing the school office info@orchard-tmet.uk** and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the device. If the device is stolen, the parent/carer will also immediately inform the police and pass on the crime number to the school.
- 2.4 The parent/carer understands that device is covered by the school insurance for accidental damage and I agree that I will pay **£250** in the event of an accident or theft that takes place whilst the device is signed out to my care to cover the excess cost.
- 2.5 The parent/carer and pupil agree to keep the device in good condition and to return it to the school on their demand with reasonable wear and tear.
- 2.6 Every care and consideration will be made by myself and my child to look after and protect the device, this includes, but is not limited to the following measures:
 - Computer and Internet access will only be made through my child’s school login, which should not be made available to any other person.
 - Will not download files from the Internet unless directed by a teacher.
 - Ensure that the device is used in a safe way, ideally at a table.
 - Keep the device in a secure place when not in use.
 - Will not eat or drink around the device.
 - Will not lend the device to family or friends.
 - Will not allow software to be installed on the device unless with the prior agreement of the Academy Trust.
 - Will not leave the device in a car or on show at home, or leave it unsupervised in unsecured areas.
- 2.6 In order to effectively administer all of its computer systems against attack by viruses, spyware and hackers, the school reserves the right to scan, review and delete any files that may be held on its computer systems. This may at times necessitate the monitoring of an individual’s computer and/or internet activity. In any circumstances, personal privacy and confidentiality will be strictly observed at all times.

Acceptable use

- 3.1 The parent/carer accepts that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but understands that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.
- 3.2 The parent/carer understands that the school can, if necessary, check my child's computer files and the Internet sites they visit and if there are concerns about my child's e-safety or e-behaviour they will contact me.
- 3.3 **Social networking and media sites:** the parent/carer understand that the school has a clear policy on "The use of social networking and media sites" and I support this.
- 3.4 The parent/carer understands that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.
- 3.5 The parent/carer will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

Personal use

- 4.1 The parent/carer agrees that the pupil will only use this device for educational purposes and not for personal use and will not loan the device to any other person.

Data protection

- 5.1 The parent/carer agrees to take the following measures to keep the data on the device protected.
 - Keep the device 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 away the device if it's left inactive for a period of time
 - Will not share the device among family or friends
 - Will update antivirus and anti-spyware software as required
 - Install the latest updates to operating systems, as prompted
- 5.2 If I need help doing any of the above, I will contact the TMET IT helpdesk on the email helpdesk@tmet.uk

Return date

- 6.1 The parent/carer will return the device in a good condition and reasonable wear and tear to the school within 7 days of being requested to do so.
- 6.2 The parent/carer will ensure the return of the device to the school if the pupil no longer attends the school.

Consent

By signing this form, the parent/carer confirms that I have read, understood and agree to the terms and conditions set out above. I understand that should the device be damaged, lost or stolen, I will be responsible for settling the £250.00 insurance excess. I will ensure that I and my child adhere to the terms of the loan.

| | |
|--------------------------|--|
| PUPIL'S FULL NAME | |
| PARENT/CARER'S FULL NAME | |
| PARENT/CARER'S SIGNATURE | |
| DATE | |

KS3 and KS4 Pupil Acceptable Use Agreement

These rules will keep everyone safe and help us to be fair to others.

1. I will only use the loaned device for appropriate school activities and learning and am aware that the school can monitor my internet use.
2. I will not download or save files that can harm the school network or device or be used to circumvent installed security tools.
3. I will only edit or delete my own files and not view, or change, other people's files or user areas without their permission.
4. I will keep my logins, IDs and passwords secret and change my password regularly.
5. I will use the Internet responsibly and will not visit web sites that are inappropriate for my key stage.
6. I will only e-mail or contact people I know, or those approved as part of learning activities.
7. The messages I send, or information I upload, will always be polite and sensible. All messages I send reflect on me and the school.
8. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file.
9. I will not give my personal information that could be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
10. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
11. If I see anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.
12. I am aware that some websites, games and social networks have age restrictions and I should respect this.
13. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.

I have read and understand these rules and agree to them.

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

TMET Device Loan form for Pupils

To be filled out by staff signing out the device.

| DETAILS OF PUPIL | |
|---------------------------|----------|
| NAME | |
| CLASS | |
| YEAR GROUP | |
| ADDRESS | |
| PARENT'S TELEPHONE NUMBER | |
| PARENT'S EMAIL | |
| LOAN DETAILS | |
| LOAN DATE | |
| DATE RETURNED | |
| DEVICE DETAILS | |
| TYPE | |
| MAKE | |
| MODEL | |
| SERIAL NUMBER | |
| ASSET NUMBER | |
| DEVICE CONDITION | |
| ACCESSORY DETAILS | |
| DESCRIPTION | QUANTITY |
| | |
| | |
| PARENT/CARER'S FULL NAME | |
| PARENT/CARER'S SIGNATURE | |
| PUPIL SIGNATURE | |
| DATE | |