



## Loan Agreement

### 1. This agreement is between:

- 1) St Martin-in-the-Fields High School for Girls
- 2) [Name of parent and their address] (“the parent” and “I”)

And governs the use and care of devices assigned to the parent’s child ( the “student”). 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 student a laptop/tablet, (“the equipment”) for the purpose of doing school work from home/special project, etc
2. This agreement sets the conditions for taking a [St Martin’s] laptop/tablet (“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 student and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the student 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 [insert name of staff member who should be contacted], 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 school and 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 make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Not leave the device in a car or on show at home
- Not eat or drink around the device
- Not lend the device to siblings or friends
- Not leave the equipment unsupervised in unsecured areas

### 3. Unacceptable use

I am aware that the school monitors the student’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 student, in line with our remote learning/behaviour policy, if the student engages in any of the above **at any time**.



#### 4. Personal use

I agree that the student 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's left inactive for a period of time
- Do not share the equipment among family or friends
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact Mr Cameron, IT Manager on the email [acameron@smartins.academy](mailto:acameron@smartins.academy)

#### 6. Return date

I will return the device in its original condition to [location, e.g. office/IT office] within 5 days of being requested to do so.

I will ensure the return of the equipment to the school if the student no longer attends the school.

#### 7. Consent

If parents are collecting the equipment, request a signed copy of this form and insert:

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

STUDENT'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	

Or, if the school is unable to get signed physical copy insert:

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

Please sign by typing your name and your child's name.

STUDENT'S FULL NAME	
PARENT'S FULL NAME	