



Device Loan Agreement Hillcrest School and Parent/Carer of

XXXXXXX

Two Copies – Please sign both copies
Keep one copy and return the other to Hillcrest School
Thank you

Agreement for the loan of ICT assets to Parent/Carer of Student attending Hillcrest School

Make & Model	Serial number	Date supplied by school	Student Name

This agreement is between:

- 1) Hillcrest School, East View Avenue, East Farm, Cramlington, NE23 1DY (the “**School**”).
- 2) Parent/Carer of XXX

Following guidance issued by the Department of Education, Hillcrest School is distributing digital devices and internet access (the “**Equipment**”) for qualifying pupils, to support the provision of remote education for the purpose of doing school work from home. Under the terms of this agreement the Equipment detailed in the table above has been loaned by the School.

In entering into this agreement and accepting the Equipment the Parent/Carer confirms that:

- a. The Parent/Carer has received all Equipment in the table above and acknowledges that the Equipment is an asset of the School;
- b. The Parent/Carer will remain responsible for the safe care of the Equipment and maintain this in good condition;
- c. The Parent/Carer will ensure that the equipment is not left unsupervised in unsecured areas and make sure the 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 Equipment;
 - Don't lend the Equipment to siblings or friends;
 - Don't leave the Equipment unsupervised in unsecured areas
- d. The Parent/Carer is aware that the School monitors the pupil's activity on this device and agree that the pupil will not carry out any activity that constitutes 'unacceptable use' including but 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 Equipment;
 - Using inappropriate or offensive language
- e. The Parent/Carer will agree that the pupil will only use this Equipment for educational purposes and not for personal use.
- f. The Parent/Carer will take the following measures to keep the data on the equipment protected:
 - Keep the equipment password protected;
 - Make sure the child locks the equipment if it's left inactive for a period of time;
 - Does not share the equipment with family or friends;
 - Install the latest updates to operating systems, as prompted.
- g. Hillcrest school have installed the appropriate internet security software on the equipment so that pupils can access resources and/or apps relevant to their age/stage;
- h. The Parent/Carer acknowledges that in the event the Equipment or any part of it is damaged, lost or stolen after distribution there is no automatic right to replacement from the School. If the equipment is damaged, the Parent/Carer will immediately inform Mrs Thompson, Business Manager, and the Parent/Carer acknowledges that they are responsible for reasonable costs requested by the school to repair or replace the Equipment.
- i. The Parent/Carer will ensure that students are supervised to only access appropriate web content;
- j. The Parent/Carer has read and understand the terms and conditions set out in this agreement;
- k. The Parent/Carer will return the equipment to School in the same condition – date will be confirmed by School (within 7 days of being requested to do so).



CONSENT

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

SCHOOL:	Cramlington Hillcrest School
PARENT/CARER FULL NAME:	
PARENT/CARER OF:	
SIGNATURE:	
DATE:	
EQUIPMENT LOANED BY:	Cramlington Hillcrest School
EQUIPMENT DELIVERED BY:	
EQUIPMENT DELIVERED DATE:	
SIGNATURE (HILLCREST SCHOOL):	