

## ICT Equipment Loan Agreement Form

### **1. This agreement is between:**

The loan agreement exists between Middleton Technology School and the named person who has signed this loan agreement – either on paper or electronically. The equipment will remain the property of Middleton Technology School.

The equipment will be loaned to the named person for the duration of the loan agreement period below.

**Equipment Description:** (to be confirmed by email on an individual basis)  
**Equipment Serial number:** (to be confirmed by email on an individual basis)  
**Loan Agreement period:** From: To: (to be confirmed by email on an individual basis)

If your child is no longer on roll at Middleton Technology School, you must return the equipment.

### **2. Damage/loss**

I understand that I and my child are responsible for the equipment at all times whether on the academies' property or not.

I agree to keep the equipment in good condition and to return it to the academy on their demand in the same condition.

I will make sure my child takes the following measures to protect the equipment:

- Keep the equipment in a secure place when not in use
- Don't leave the equipment 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

If the equipment is damaged, lost or stolen I will immediately inform the academy, and I acknowledge that I am responsible for the reasonable costs requested by the academy to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

### **3. Unacceptable use**

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 academy, or risks bringing the academy into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language
- Using ICT or the internet to break school rules

I accept that the academy will sanction the child, in line with our behaviour/discipline policy, if the child engages in any of the above **at any time**.

**4. Safeguarding/ Data Protection**

I understand that the school will monitor the websites my child visits and the use of the academies ICT facilities and systems.

My child will not try to access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material).

I will immediately let a teacher or other member of staff know if I/my child finds any material which might upset, distress or harm my child or others.

I/my child will always use the academies ICT systems and internet responsibly.

I understand that the academy can discipline my child if they do unacceptable things online, even if my child is not in school at the time.

I/my child will not store personal/confidential data on the device.

There may be occasions when we need you to return the equipment to school for upgrades and maintenance. Please note that because of these upgrades, it may be necessary to completely remove all information contained on the equipment. During this process, technical members of staff may view data on the equipment. You will be held responsible to the acceptable use policy at this point. You may want to remove personal data from the equipment before its return.

Middleton Technology School cannot be held responsible for the loss or damage of any data on the equipment during this process.

**It is your responsibility to backup and secure your data.**

**5. Consent**

By signing this agreement, I agree to take full responsibility for the loan equipment issued to my child, and I have read or heard this agreement read aloud and understand the conditions of the agreement.

If I need help with any of the above, I will contact the Trust's operational ICT department on the email [servicedesk@gaet.co.uk](mailto:servicedesk@gaet.co.uk).

PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	
DATE	