

Pupil Loaned Device Agreement



For the issuing of Trust owned devices to pupils for sole use on or off site.

Cidari | All Academies | Public

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Cidari Multi Academy Trust will, when suitable through our Academies, provide pupils with a Chromebook, laptop computer or tablet (“device”) and a range of e-learning tools and resources to assist and enhance their learning at school and at home.

All parties involved (pupils, parents/carers and the Academy) must agree with all of the terms and conditions outlined below.

This agreement is provided in addition to the pupil ICT Acceptable Use Agreement and the Academies e-Safety policy, it does not supersede or replace these policies. A copy of these policies can be found on the Academy website.

As a Pupil, I agree to:

- Look after my device and any accessories carefully at all times.
- Charge up my device to ensure it is ready for use as and when required for learning.
- Not remove any protective casings or coverings from the device
- Store my device safely and appropriately when not in use.
- Only take my device out in class, the library, other learning space or in my home - never in the playground, when walking between classes or when travelling to and from school.
- When in school, only use my device in lessons when instructed to by my teacher and close it or put it away when my teacher says so.
- Only use applications on my device that my teacher has agreed I can use.
- Only use my device to record audio or video with the clear and explicit permission of everyone involved in the recording and if in class, with the permission of the teacher in that lesson.
- Never access inappropriate content on my device.
- Never remove any management profiles from the device.
- Never remove any security markings and not allow it to be subject to graffiti.
- Immediately report any damage, loss or theft which happens in school to my teacher.
- Report any technical problems to my teacher.

As a parent/carers, I agree to:

- Ensure that my child cares for and respects their device.
- Add the device to my home contents insurance policy, and arrange for any repairs for significant damage or replacement to be claimed on via this insurance

- Immediately report any loss or theft which happens out of school, firstly to the police and then to the Academy.
- Ensure that the device is used solely by the child that the Trust has loaned it to.
- Ensure that the device is returned to the Academy if my child leaves the school, or at any other time upon the request of a member of staff.
- Monitor my child's use of the device on the Internet at home, to ensure that only appropriate websites are accessed and only appropriate apps are installed.

The Trust via the Academy agrees to:

- Provide a device with access to a range of e-Learning resources.
- Provide pupils with training in order to enable them to make best use of the device both in and out of school.
- Provide pupils with a range of learning opportunities which make use of the device, both in school and at home.
- Provide parents/carers with ongoing advice to help them support their child's use of their device.
- Make sure that the device is working and that any repairs are dealt with as quickly and effectively as possible.
- Provide wireless access to the Internet across the whole Academy site. The Academy will not be responsible for any costs involved nor content accessed, when the Internet is used out of school.

Acceptable Use

We expect all parties concerned (pupils, parents/carers and the Trust/ Academy) to follow all the rules and procedures set out above. If however a pupil breaks these rules then the Trust/ Academy reserves the right to restrict or remove their access to any Trust ICT facility. Specifically in this case:

If a pupil persistently refuses to follow a teacher's instructions or stay on task, they may be told to put their device away and work from a book/paper for the rest of the lesson.

If a pupil accesses the Internet inappropriately, they may be banned from accessing the Internet in school for a period of time. Parents/carers will be notified if this happens.

Pupil Loaned Device Use Agreement

Pupil Agreement		<i>I agree to abide by these terms in my use of the device.</i>
Name		
Class		
Device Number		
Signature		
Date		

Parent/Carer Agreement		<i>I agree to my child having the use of the device on these terms & I have ensured the device is covered on my contents insurance.</i>
Name		
Signature		
Date		

Trust Agreement		<i>I agree on behalf of the Trust/ Academy to provide a device on these terms.</i>
Signature		Name, Job Title & Academy Name



Appendix 1 –

Approximate replacement cost for Pupil Loaned Devices

Device	Replacement Value	Date
Chromebook 100E or equivalent.	£200	April 2020

