



Co-op Academy
Belle Vue

Student Chromebook Loan Agreement

Introduction:

ICT equipment is loaned on a temporary basis for the sole, exclusive use of the student named below for the purpose of enabling the student to do work from home and extend their learning. Co-op Academy Belle Vue remains the sole owner of this equipment and reserves the right to request the return of this equipment at any time.

This agreement is intended to govern the use and care of the device assigned to you and sets out the terms and conditions for taking the ICT equipment home, the use, care and the loan of the device.

There is a space at the bottom of this agreement for the student to sign to accept the terms of this agreement

The computer will be loaned to the named student for the duration of the period in which they are on roll at Co-op Academy Belle Vue. When the named student leaves the academy, the device must be returned to the academy. The chromebook is issued with one charger and one carry case to protect it. All three items remain the property of the academy and students are expected to keep all three items safe and in good condition.

The uses of the device:

- The ICT equipment is loaned for the sole use of the named student only.
- The named student and parents/carers undertake to make best endeavours to keep the equipment in a good condition and safe
- Understand) that activity on academy devices is subject to remote monitoring and reporting for safeguarding purposes
- Take care when transporting the device and ensure that it is as secure as possible
- Abide by the school's policies concerning internet safety, internet use, social media and email.

- Not to use the device to insult or upset other people or post inappropriate material online
- The device will not be used for any illegal and/or anti-social purpose
- Ensure that, if I am aware of any damage to, or problems with the device, they are dealt with as soon as possible by informing the academy
- that Anti-virus and monitoring software installed on the device must not be uninstalled or bypassed
- not to install any additional software without prior agreement of the academy
- not to open up the device or to make any modifications to the device (including cosmetically and to the hardware or components)
- to ensure the student takes the following measures to protect the device:
 - Keeps the device in a secure place when not in use.
 - Does not leave the device in a car/vehicle.
 - Does not eat or drink around the device.
 - Does not lend the device to siblings or friends.
 - Does not leave the device unsupervised in unsecured areas.
 - To keep the device in good condition and to return it on demand from the academy in good condition.
- to make sure that the device is charged so that it is ready for use each day
- (and understand) that it is the responsibility of the student to save/back-up their work regularly and that the academy will not accept responsibility for the loss of work in the event of the device malfunctioning

Damage / Loss:

- I agree to take full responsibility for the loan device issued and I have read or had this agreement read aloud and understand the conditions of the agreement.
- I understand that I and the student are responsible for the device at all times whether on the academy's property or not.
- I will ensure that the equipment is kept in our possession / property at all times – and will NOT leave the equipment unattended.
- If the device is damaged or lost I will immediately inform the academy and I acknowledge that I am responsible for the reasonable costs suggested by the academy to repair or replace the device.
- If your device is stolen you must immediately report it to the police and get a crime reference number. Immediately report this to us; we will make every effort to replace the computer when we are able.
- I understand that the device has software installed which allows for the tracking and remote wiping of the device, in order to render it useless to a third party should the device be lost or stolen or should possession otherwise transfer to a third party without the academy's written consent.
- I understand that I must report any problems with the equipment as soon as they arise & when returning it.

Unacceptable Use:

- I am aware that the academy will monitor the activity on this device.
- I agree that the student 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 or Trust into disrepute.
- Causing intentional damage to ICT facilities or materials.
- Using inappropriate or offensive language.
- Breaking any of the rules set out in the academy's policies on internet use, social media and email.
- I accept that the school will sanction the student, in line with its behaviour/discipline policy if the student engages in any of the above at any time. This includes the possible recovery of the device.

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 device to any other person.

Data Protection:

I agree to take the following measures to keep the data on the device protected:

- Keep the device password-protected – in line with the academy's password setting approach
- Make sure the device is locked/logged off if it's left unattended or inactive for a period of time.
- Do not share the device among family or friends.
- Update anti-virus and anti-spyware software as required/prompted.
- Install the latest updates to operating systems, as prompted.
- The Academy cannot be held responsible for damage to files or data loss incurred whilst using the equipment.
- The Academy assumes no responsibility for files stored on the hard drive or for the recovery of files accidentally left on the hard drive after the equipment has been returned.

Return and Termination:

- I will return the device in its original condition to the academy when requested to do so.
- The academy can ask for the equipment at any time, for example, to install software. During this process, technical members of staff may view data or programmes on the computer. You will be held responsible to the acceptable use policy at this point. You may want to remove personal data from the computer before its return.
- Upon return, the equipment will be checked by staff for any loss or damage.
- Where the student no longer attends the academy I will ensure the return of the device to the academy.
- The misuse of the device will result in this agreement being terminated and permission to loan the device being withdrawn with immediate effect. I understand

that I must return the device to the academy on demand by the academy should this happen.

Academy Liability:

To the fullest extent permitted by law, the academy will not be liable for any consequential, incidental, indirect or direct damages arising out of these terms or the use of the device, including without limitation any losses of or affecting your or the student's personal property, software or data.

Governing Law:

This agreement shall be governed by and construed in accordance with the laws of England.

Consent:

I confirm that I have read (or had explained) the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I (student and parent/carer) will adhere to the terms of loan.

I acknowledge that I have read the above information and agree to the terms of the loan of the equipment. I understand that it is my responsibility, as parent / carer of the named student, to ensure that they stay safe online.

I consent and agree to the terms of this agreement

Parent Signature :

Parent Name:

Date:

Student Signature:

Student Name:

Date: