



Serial Number of Equipment:

### **Reader Device Loan Agreement**

**This agreement is between:**

- 1) Holly Lodge High School
- 2) Parent/Carer of \_\_\_\_\_ and governs the use and care of devices assigned to the parent's child (the "pupil"). 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 which are available to review on the school website.

The school is lending a reader device ("the equipment") for the purpose of completing in-class assessment.

This agreement sets the conditions for taking 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 equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil 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 Mrs Richardson or Mrs Broadbent, 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 police.

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

I will not leave the equipment unsupervised in unsecured areas.

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
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

### **3. Unacceptable use**

I am aware that the school monitors the pupil'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. Please see acceptable user information on school website.

- Causing intentional damage to ICT facilities or materials

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

### **4. Personal use**

I agree that the pupil 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.

- Make sure the equipment is locked if it's left inactive for a period of time
- Do not share the equipment among family or friends

If I need help doing any of the above, I will contact Ms Evans on the email: [ZEvans@holly-lodge.org](mailto:ZEvans@holly-lodge.org)

### **6. Return date**

I will return the device in its original condition to the main school office within 7 days of being requested to do so.

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

**7. Consent**

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

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