



Joy Lane Foundation Primary School

Device Loan Agreement for Pupils

Prepared	December 2020
Signed by Executive Headteacher	Debra Hines

- 1. This agreement is between Joy Lane Primary School and the Parent/Carer and governs the use and care of devices assigned to the parent's child. 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.

1. The School is lending the pupil an electronic device for the purpose of Home Learning; due care and attention should be exercised in its use.
2. This agreement sets the conditions for taking a Joy Lane Primary School device home.

2. Eligibly for Home Loan Device Allocation

Joy Lane Primary School was awarded 36 laptops by the DFE for use by children who do not have access or sufficient devices at home to access remote Home Learning. The demand for these cannot possibly be met with the allocation provided.

Joy Lane Primary School will allocate these and any other to children as devices to children as quickly as possible for short-term loan during the national lockdown or for children having to self-isolate.

The decision to loan the equipment rests with the Senior Leadership Team, who will make an assessment based on Government guidance, which includes;

- Pupil Premium
- Children in Care
- Special Educational Needs
- Education and Healthcare plans
- Free School Meals entitlement
- Specialist Services Support
- Contextual Pastoral Needs of the family

Loans will not routinely be made to families choosing to keep their children at home because of COVID as there is not enough equipment to provide additional learning that is available in school.

Joy Lane Primary school is reluctant to lend the equipment to families where Home learning and Reading is not routinely supported at home, especially where the child cannot access online learning themselves without adult support.

Where loans are made and learning is not accessed within 48 hours, Joy Lane Primary School will ask that it is returned, so that it can be used by another family.

Loans temporary for the duration of isolation. A loan agreement must be signed. One copy will be returned to school and one kept by the Parent/Carer.

3. Damage/loss

By signing this agreement, I agree to take full responsibility for the loan 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 Joy Lane Primary School Office, and I acknowledge that I am responsible for the reasonable cost requested by the School to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the Police and my Insurance Company (if appropriate).

I agree to keep the equipment in good condition and to return it to Joy Lane Primary School when required.

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 where it might be at risk of theft
- The device should not be tampered with in any form
- I will place the device in a family space and will ensure parental supervision is in place
- I will support my child by sharing responsibility, role modelling safe and positive on-line behaviour and discussing on-line safety with them when they access technology at home

4. Unacceptable use

I am aware that Joy Lane Primary 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:

- 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, such as downloading or storing inappropriate materials and searching unsuitable websites.
- Activity which defames or disparages the School, or risks bringing Joy Lane Primary School into disrepute
- Causing intentional damage
- Using inappropriate or offensive language

I accept that Joy Lane Primary School will sanction the pupil, in line with our Behaviour and Online Safety Policy, if the pupil engages in any of the above **at any time**.

5. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use; in addition, they will not loan the equipment to any other person.

6. Data protection

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

- Keep the equipment password-protected with the given password
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends
- Install the latest updates to operating systems if prompted



If I need help doing any of the above, I will contact Joy Lane Primary School IT Department on the email itsupport@joylane.kent.sch.uk

7. Return date

I will return the device in its original condition to Joy Lane Primary School within 7 days of being requested to do so.

I will ensure the return of the equipment to Joy Lane Primary School if the pupil no longer attends the school.

8. Inventory of equipment loaned

Joy Lane Primary School has loaned you the following: *(Tick all that apply)*

<input type="checkbox"/>	Laptop	<input type="checkbox"/>	Tablet	<input type="checkbox"/>	Power Supply
<input type="checkbox"/>	Case	<input type="checkbox"/>	Sleeve	<input type="checkbox"/>	Original Packaging/Box
Make/Model No:					
Serial No:					
Asset Register No:					
Checked	<input type="checkbox"/>	Staff Name			

9. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above and understand that I am liable for any loss or damage incurred to the device.

Pupil's Full Name			
Parent/Carer's Full Name			
Parent/Carer's Address:			
Loan Period Start date		Due date of return	
Parent/Carer's Signature			
Proof of Identity seen	YES NO		
Signature of JLPS Representative			