



**Device loan agreement for pupils**

**1. This agreement is between:**

1) **Hayle Academy**

..... (“the School”)

2) ..... (“the parent” and “I”)

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 and covers the period of time where the device will be used in school.

All issued equipment shall remain the sole property of the School and is governed by the School’s policies.

1) The School has purchased the device to support the pupil’s learning.

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 conditions of the agreement.

**1. Damage/loss**

If the equipment is damaged, I acknowledge that I am responsible for the reasonable costs requested by the School to repair or replace the equipment. I am also aware that my child will not have access to their iPad until any costs have been paid.

If the equipment is damaged, lost or stolen, and your child is eligible for pupil premium, please contact the Head Teacher.

**2. 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:

- 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 School, or risks bringing the School into disrepute
- Causing intentional damage to ICT facilities or materials
- Making any hardware or software changes to the equipment without authorisation from the School IT Department
- Using inappropriate or offensive language

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

**3. 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.

**4. Data protection**

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

- Do not share the equipment among family or friends
- Do not share your passwords with other people

If any passwords have been compromised, I will contact the TPAT Central ICT Team on the email [itsupport@tpacademytrust.org](mailto:itsupport@tpacademytrust.org) or ring them on 01872-613289 (Phone support is available between 8:30am and 3:30pm, Monday to Friday).

## 5. 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	
DATED	
SERIAL NUMBER/DEVICE NAME	