



Our Lady and St Joseph Primary School - Home Laptop and Ipad Loan

Application Form

- Please read the agreement below and if you are interested. Please note how many you wish to loan. We only have a limited number of new Chrome Books and school iPads.
- If you wish to loan equipment please either phone the school on:
- 0207 254 7353 between 9am and 4pm or email on
- admin@olsjschool.hackney.sch.uk

• General information

- This document intends to outline the permitted uses of School-owned laptops, ipads and accessories. General information
 - Our Lady and St Joseph Primary School expects all parents, carers and children who have been allocated a laptop, ipad and accessories to take the utmost care and responsibility for them. If the equipment is lost or damaged it should be reported to the School Office/Business Manager as soon as possible.

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 a laptop ("the equipment") for the purpose of doing school work from home.
2. This agreement sets the conditions for taking a laptop ("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.

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 the school 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 their 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.
 - At no time is the laptop the personal property of any parent, carer or child. Laptops must be presented upon request and returned once no longer needed.

Use of laptops and ipads

- All parents, carers and children are reminded that using the laptops or ipads to store information such as personal data should only do so when it is essential under password and under the guidance of the Data Protection Act 2018
- It is not permitted to use the laptop to store non school related documents, photographs, videos or media files under any circumstances.

- Do not insert pen drives into the device. This is the easiest way to transmit computer viruses.
- Please close the laptop down and restart regularly to ensure the laptop is fully patched and receives virus updates automatically.
Laptops must not be used for any illegal or suspect activity. This includes:
- Do not download software—all software must have a valid license certificate
- Use of the laptop for questionable activity—including the deliberate viewing of inappropriate material on the Internet
 - Actions that may contravene the Computer Misuse Act 1990

Date Issued:

Make:

Model:

Serial Number:

Issued by:

Signed:

Recipient:

Signed and Returned:

Signed by Business Manager and Date:

