



## ***Loxwood Primary School Laptop Loan Agreement***

Date of Policy 20<sup>th</sup> May 2018

Policy Review 20<sup>th</sup> May 2021

Loxwood School has limited resources and finances to fund technology for staff use. If you require a laptop or iPad to assist you with the delivery of the curriculum, the Headteacher /governors will discuss requests on an individual basis. Equipment together with a power supply will be loaned to you while you remain employed at this school. This loan is subject to review on a regular basis, and can be withdrawn at any time.

As a member of staff to whom a laptop and/or iPad has been loaned I have read and agree to the following terms and conditions while the laptop is in my possession:

1. The laptop and/or iPad, and any accessories provided with it, remains the property of Loxwood Primary School and is strictly for staff use.
2. I understand insurance cover provides protection from the standard risks but excludes theft from a vehicle. If the laptop/iPad is stolen **from an unattended vehicle** or a house left unattended for longer than 48 hours, I will be responsible for its replacement. (Check your house insurance).
3. I agree to treat the laptop/iPad with due care and keep the laptop/iPad in good condition.
4. I agree to back up my work on a regular basis. I understand the school will not accept responsibility for the loss of work in the event of the technology malfunctioning.
5. I agree that Anti-Virus software is installed and must be updated on a weekly basis. ICT staff from the school will advise on the routines and schedule of this operation. This tends to occur automatically and is overseen by the ICT Technician – from JSPC.
6. The laptop must be encrypted by JSPC technicians and if there is any thought that it is not – I will tell someone immediately and not take off site. I will inform the DPO – Mrs Hannington or the Chair of Governors Mr Harbottle.
7. I will not attempt to remove any encryption.

8. Should any faults occur, I agree to notify the school's ICT staff as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than ICT staff, attempt to fix suspected hardware, or any other faults.

9. I agree to attend training in line with the Curriculum, the Network, Intranet, Internet and email within the school provided by ICT staff.

10. I agree that home Internet access is permitted at the discretion of the Headteacher.

11. I agree that any telephone/broadband charges incurred by staff accessing the Internet from any site other than school premises are not chargeable to the school.

12. I agree to adhere to School and LA policies regarding the following, updated as necessary: • Acceptable Use Policy even when using my laptop/iPad at home.

- Data Protection and the GDPR Policies
- Social Media
- Computer Misuse
- Health and Safety

13. I agree to make sure that I lock my laptop/iPad away at the end of the day in order to validate the school's insurance - should it be stolen. If it is lost or stolen, I will inform the DPO immediately.

## **LAPTOP/IPAD DETAILS**

Laptop Make..... Model.....

Serial Number.....

Staff Member Signature .....

Headteacher or Chair of Governors Signature

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Date .....