



**Cramlington Village Primary School
IT Equipment Loan Agreement
July 2020**

Policy Title	Device Loan Agreement
Policies that interrelate	ICT Acceptable Use Policy Individual Staff Contracts Disciplinary Policy
Legal and Statutory documents linked	
Governor Committee responsibility	Finance & HR Committee
Date of last review	July 2020
Reviewer name and position	Angela Hall - Admin and Marketing Manager
Date of next review	July 2021
Date approved by Governors	xxx 2020
Audit file updated (date and name)	xxx 2020

1. This agreement is between:

- 1) Cramlington Village Primary School (“the school”)
- 2) Name [redacted] (“the employee” and “I”)
- Address [redacted]
- [redacted]
- [redacted]

And governs the use and care of devices assigned to individual staff members. 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 employee a chromebook, laptop, iPad, desktop PC, Apple Macbook (please circle the type of equipment you have been given) (serial number [redacted]) (“the equipment”) for the purpose of use in school for the purposes of their employed role.

2. This agreement sets the conditions for the employee using the equipment.

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 have read and agreed to these terms.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the equipment issued to me and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I am 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 Angela Hall, Admin and Marketing Manager, and I acknowledge that I am responsible for full replacement or repair costs. 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.

3. Unacceptable use

I am aware that the school monitors my activity on the equipment.

I will not carry out any activity that constitutes ‘unacceptable use’.

This includes, but is not limited to:

- Accessing, creating, storing or linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Sharing confidential information about the school, its pupils, or other members of the school community

- Setting up any software, applications or web services on this device without approval by authorised personnel, or creating or using any programme, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data
- Carrying out any activity which defames or disparages the school, or risks bringing the school into disrepute
- Using inappropriate or offensive language

I accept that if I engage in any activity that constitutes 'unacceptable use', I am in breach of the school's ICT Policy (including Acceptable Use) and I may face disciplinary action in line with the school's policy on Staff Discipline.

4. Personal use

I will not use this device for any 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.

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Make sure the equipment locks if left inactive for a period of time
- Do not share the equipment among family or friends
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact Angela Hall on the email angela.hall@villageprimary.org

6. Return date

I will return the device in its original condition to the school office as soon as I am requested to do so.

I will return the equipment to the school upon resignation, dismissal or if I leave the employment of the school for any other reason.

7. Consent

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

FULL NAME

SIGNATURE
