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YSGOL GYMUNEDOL
CWMTAWE
COMMUNITY SCHOOL

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HEADTEACHER / PRIFATHRO Mr. C. L. HITCHINGS B.A. (Hons), P.G.C.E., N.P.Q.H.

DEVICE LOAN AGREEMENT

Dear Parent/Carer,

Digital technologies have become integral to the lives of children and young people, both within and outside schools. These technologies are powerful tools, which open up new opportunities for everyone. Technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Pupils should have an entitlement to safe access to these digital technologies.

I write in respect of the above matter and set out below the terms and conditions for your use of the device during the period of the loan.

Loan use of equipment provided by the school

- A device will be issued to the pupil named in this document for the period they are enrolled in Cwmtawe Community School, or until further written notification to you by the school.
- This equipment is to be used for educational purposes only. These purposes will be provided to the pupil by classroom teachers when work is set to pupils online.
- This equipment is not to be used for online gaming, online gambling, internet shopping, file sharing, video broadcasting (e.g. YouTube) or checking or sending emails from personal accounts.

Terms and Conditions

1. The equipment will remain the school's property at all times and is provided for school use only.
2. You will not make any modifications to or seek to modify the equipment.
3. Upon receipt of the equipment, you will be responsible for ensuring that the equipment is kept safe and secure, in good condition and repair (fair wear and tear accepted) and used properly at all times throughout the loan. Pupils may be permitted to take their device home providing they have appropriate accidental damage and/or theft cover and a suitable protective case. Unfortunately, this is not provided by the school. The replacement cost for this device is £400.
4. You will provide access to the equipment at any time following a request from the school to ensure it is being used for the purposes of this agreement.
5. Risk of any loss or damage in respect of accidental damage to the equipment will become the responsibility of you upon delivery to you and this liability will remain with you until the equipment has been returned to the school or is no longer required by you.
6. You agree to inform the school immediately about any loss or damage to any part of the equipment. This should be done by emailing cwmtaweschool@hwbcymru.net or by telephone on 01792 863200.



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7. Either you or the school may terminate this agreement with immediate effect and for any reason by giving written notice to you or the school.
8. If this agreement is terminated in line with clause 7 above, your right to use the equipment will come to an end on the expiry of the term.
9. Within 7 days after the termination or expiry of this agreement, you will return the equipment in good working order to the school.
10. For the avoidance of doubt, the school accepts no liability for any misuse of the equipment and for use other than for the purposes of this agreement.
11. The terms of this agreement may be changed only by the written agreement of you and the school.
12. The **device and its charger** must be returned to the school within seven days of request, on an annual basis for testing and maintenance.

Pupil Pledge

- I will bring the device to school in a protective case and in a bag when I travel to school and around the building.
- I will keep my bag safe at all times and at lunchtimes I will not leave it unattended.
- I will ensure my device is fully charged before arriving at school.

LOAN OPTION	✓
I <u>consent</u> to my child taking their device home daily. I understand that any loss or damage will be my responsibility and I will ensure appropriate insurance cover is in place, if necessary. I will also provide a suitable protective case/sleeve for the device to avoid damage.	
I <u>do not consent</u> to my child taking the device home. They have been instructed to leave the device in its allocated charging unit within their year group area at the end of each day.	

I hereby confirm that I accept the terms and conditions outlined in this letter with regards to the loan of a school Chromebook / Laptop to my child.

PUPIL NAME	DOB	REG CLASS

SIGNED: _____ (parent/carer) DATE: _____

PRINT NAME: _____ CONTACT NUMBER: _____

Please find overleaf the Acceptable Use Policy - please discuss this with your child.

OFFICE USE ONLY	
TYPE OF DEVICE LOANED	ASSET TAG



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DIGITAL LEARNING AGREEMENT AND ACCEPTABLE USAGE OF DEVICE

Parents/carers will need to discuss the following agreement with their children.

This agreement is intended to ensure that:

- Pupils will have good access to digital technologies, be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- Pupils are aware that the school system and equipment includes any device that is associated to the school in any environment e.g. the use of a Chromebook that is loaned from the school being used at home is still under the guidance and restriction of the school.
- School systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- School equipment is taken care of while inside and outside of the school building

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of “stranger danger” when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, e-mail addresses, telephone numbers, age, gender, educational details, financial details etc.).
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take a trusted adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable to a trusted adult.

I understand that everyone has equal rights to use technology as a resource:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have written permission of a member of staff to do so.
- I will not use the school systems for checking or sending emails from my own personal accounts.





I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report, to the relevant staff member, any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in e-mails or any attachments to e-mails (unless I know and trust the person/organisation who sent the e-mail) if I have any concerns about the validity of the e-mail (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programs of any type on any school device, nor will I try to alter computer settings.

When using the internet for research or recreation:

- I must ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the school and where they involve my membership of the school community (examples would be online bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Agreement, I may be subject to action under the school's Behaviour Policy. This could include loss of my device, loss of access to the school network/internet, detention or exclusion. Parents/carers will be contacted and, in the event of illegal activities, the involvement of the Police may be necessary.

