



Vantage Academy Trust

Tablet/Laptop Agreement for Knowsley Lane Primary School

2020/2021

This agreement is made between Vantage Academy Trust/Knowsley Lane Primary School and (please add your name) _____ governs the use and care of the device provided to you. This agreement covers the period from the date the device is issued through to the return date of the device to Knowsley Lane Primary School.

All issued devices and equipment shall remain the sole property of Knowsley Lane Primary School.

The machine is fitted with SECURLY web filtering and virus software, which will report to school any unauthorised usage as detailed below.

Damage/loss

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

I understand that I am responsible for the equipment at all times, whether on my property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Mrs Dilworth, Principal of Knowsley Lane Primary School, and I acknowledge that I am responsible for the reasonable costs requested by Vantage Academy Trust/ Knowsley Lane Primary School to repair or replace the equipment.

If the equipment is stolen, I will also immediately inform the police. I will inform the school quoting both the Crime Number and the name and number of the officer I have spoken to.

Use of the Equipment

I agree to keep the equipment in good condition and to return it to Knowsley Lane Primary School on their demand, in good condition. I agree that the device is for personal use only.

I will make sure I take the following measures to protect the device:

I will:

- Use the device in line with the instructions provided;
- Only use the charging equipment supplied to charge the device;
- Keep and use the device in the case provided.

I will not:

- Leave the equipment unsupervised in unsecured areas;
- Leave the device in a car or on show at home;
- Eat or drink around the device;
- Expose the device to any liquids;
- Lend the device to other people.

Unacceptable use

I agree that I will not carry out any activity that constitutes 'unacceptable use'. This includes, but is not limited to the following:

- Using the equipment 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 Vantage Academy Trust/ Knowsley Lane Primary School, or risks bringing Vantage Academy Trust/ Knowsley Lane Primary School into disrepute;

- Using inappropriate or offensive language;
- Causing intentional damage to the equipment.

Return of the device

I will return the device and all equipment provided in good condition to Knowsley Lane Primary School within 3 days of being requested to do so.


I will ensure the return of the equipment to Knowsley Lane Primary School if I no longer require the use of the device.


I confirm that I have read the terms and conditions set out in the agreement and my signature below confirms that I will adhere to the terms of loan.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have any concerns over my child's online safety.

Parent Signature and printed name	
Date	
Senior Teacher Signature and printed name	
Date	

Key Stage 2 Pupils Acceptable Use Policy – School device being used at home

 My Learning	<ul style="list-style-type: none"> • I will use school devices for my learning. • I will only visit sites that are appropriate to my learning at the time. • I will ask a grown-up before using a device. • I will only use activities that a teacher has told or allowed me to use. • I will ask a teacher if I am not sure what to do or I think I have done something wrong. • I will look after the school's computing equipment and tell a teacher if something is broken or not working properly. • When logging on I will use my own username and password, I will keep it safe and secret. • I will save only school work on the school computer. • I will log off or shut down a computer when I have finished using it.
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 Using the Internet @school and @home	<ul style="list-style-type: none"> • I will only use the internet when my parent / teacher says I can. • I will only go on websites that my parent / teacher allows me to. • I will tell my parents/ teacher if I go on a website by mistake. <p>My School Accounts</p> <ul style="list-style-type: none"> • I will keep my username and password safe and secure - I will not share it. • I will not 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 use it. <p>My role as a Digital Citizen.</p> <ul style="list-style-type: none"> • I will report any inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to a trusted adult. • I will respect other people's work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
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Using the
Internet
@school
and
@home

- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, school details).
- I will immediately report any inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line, to a trusted adult or online agencies e.g.: CEOP, Childnet, Childline, Barnardos.

My Communications

- I will be aware of the "SMART" rules, when I am communicating online (see E-Safety on the school website).
- I will be polite and responsible when I communicate with others.
- I will not use inappropriate language and I understand that others may have different opinions.

My use of Social Media and Gaming

- I will not use the schools device to play games or go on social media

Key Stage 2 Pupils School Acceptable Use Policy

I understand that the school also 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 school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

I understand that these rules help me to stay safe and I agree to follow them. I also understand that if I break the rules I might not be allowed to use school computing equipment.

My parents/carers understand that keeping me safe on the internet at home is their responsibility.

Child's Signature

Date_____