



Device loan agreement for student:

1. This agreement is between:

1) St Ives School ("the School")

2) _____ (Parent Name) ("the parent" and "I")

And governs the use and care of devices assigned to the parent's child (the "pupil"). 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 pupil an ICT device ("the equipment") for the purpose of school-related learning and study e.g homework, research, etc.
2. This agreement sets the conditions for taking a School ICT device ("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 the loan.

2. 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 Reception at St Ives School and I acknowledge that I am responsible for the reasonable costs (see guidance and table below) 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 St Ives 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

Guidance on 'Reasonable Charges' as of February 2024

When properly cared for and kept within the provided case, iPads are robust and unlikely to be damaged by normal use in school and at home, requirements for any repairs or replacements as a result of accidental damage should be low.

Keeping the iPad in the case provided by the school is compulsory. If damage occurs to the iPad when it is not in the case it will be treated as deliberate damage.

If the equipment is damaged, lost or stolen, and your child is eligible for pupil premium, contact the Head Teacher.

TPAT iPad Damage Charges

Scenario	Basis of Charge	Likely Charge to Parents
Accidental Damage - First Time	10% of the Repair/Replacement Charge	£10-£25
Accidental Damage - Second Time	40% of the Repair/Replacement Charge	£40-£100
Accidental Damage - Third and Subsequent Times	100% of the Repair/Replacement Charge	£100-£260
Deliberate Damage (including any Damage where the iPad was not in its case.	100% of the Repair/Replacement Charge	£100-£260
Loss of iPad and Case	100% of the Replacement Charge	Around £280
Loss of Charging Plug	100% of the Replacement Charge	Around £20
Loss of Charging Cable	100% of the Replacement Charge	Around £20
Reasonable Wear and Tear	We understand that normal wear and tear may occur with everyday use. However, to qualify as reasonable wear and tear, the iPad must be kept in its supplied case, and the device must be in full working order with no damage to the screen. We acknowledge that signs of use are natural and acceptable.	No Charge

3. Unacceptable use

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT 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 the School, or risks bringing the School into disrepute
- Causing intentional damage to ICT facilities or materials
- Making any hardware or software changes to the equipment without authorisation from the School IT Department
- Using inappropriate or offensive language

I accept that the School will sanction the pupil, in line with our behaviour/discipline policy, if the pupil engages in any of the above **at any time**.

4. Filtering and Monitoring of online activity

I am aware that I pads are internet enabled devices with filtering tools designed to mitigate the risk of accessing unsuitable content, supported by a mix of passive and active monitoring provided by Netsweeper onGuard. Potential safeguarding alerts generated by the iPad monitoring software will ordinarily be accessed by staff during school hours.

Where Netsweeper's onGuard AI monitoring software identifies a high level of concern (e.g. immediate threat to life, health, or wellbeing) out of school hours, alerts will be verified by a member of the Netsweeper team. This team will then share the concerns directly with the relevant emergency services as reasonably practicable. **There is no guarantee that intervention can occur in every incident, and therefore strongly**

recommend parental controls are applied as they would be to any other internet device in the home setting.

5. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use. The equipment will only be shared with family members in support of educational outcomes.

6. Data protection

I agree to take the following measures to keep the data on the device protected.

- Do not share the equipment among family or friends
- Do not share your passwords with other people

If any passwords have been compromised, I will notify the School as soon as possible.

7. Return date

I will return the device in its original condition to the School within 7 days of being requested to do so.

I will ensure the return of the equipment to the School if the pupil no longer attends the School.

8. Consent

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

STUDENT'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	
DATED	
SERIAL NUMBER/DEVICE NAME	