

Lending Education Authority IT Devices to Pupils – IT Equipment Loan Agreement

IT Equipment Loan Agreement

DETAILS TO BE COMPLETED BY SCHOOL CONTACT:

Named Pupil/s (Name and address):

Responsible Person – (Parent/Carer's Name & Address email contact telephone number):

School (name and address):

School Contact (name / email address/telephone number):

Details of specific IT Equipment

IT Equipment Name:

IT Equipment Serial Number:

Owner: EA

TERMS AND CONDITIONS COVERING THE LOAN OF THE IT EQUIPMENT

The Education Authority (EA) has agreed with the School that that the identified IT Equipment as detailed in the attached IT Equipment Loan Record will be loaned by it to you for the educational benefit of your child for a period initially up to (DATE). This loan is subject to review on a regular basis, and can be withdrawn by EA at any time. EA also reserves the right the substitute the IT Equipment at any time if necessary.

As a parent/guardian/carer of a pupil and the Responsible Person to whom IT Equipment has been loaned you have read and agreed to the following terms and conditions:

1. The IT Equipment remains the property of EA and has been loaned for the sole purpose of assisting in the delivery of the school curriculum to the Named Pupil or pupils.
2. When the term of this Agreement ends you as the Responsible Person will return the IT Equipment to the School Contact by a specified time and in a specified manner.
3. You should return the IT Equipment to the School Contact in the same condition as you received it excepting for reasonable wear and tear.
4. You should return the IT equipment in person so that it can be inspected by the School for any visible damage.
5. Any change of home address by the Named Pupil must be notified to the School Contact without delay.
6. The IT Equipment and the connectivity equipment must not be used for any illegal and/or anti-social purpose.
7. The IT Equipment may be used by other family members whilst supporting the named Pupil's education but must not be used for any other activities unless otherwise approved by the School. On no account must the IT Equipment be used by anyone else or be allowed to go out of the possession of the Responsible Person or Named Pupil.
8. As the Responsible Person you must ensure that:
 - a. The Named Pupil and any permitted family user supporting the named Pupil's education treats the IT Equipment with appropriate care and the IT Equipment is maintained in good condition.
 - b. The IT Equipment is not left unattended without being stored securely.
 - c. The Named Pupil and any permitted family user avoids food and drink near the IT Equipment.
9. Neither EA nor the School can accept responsibility for the loss of work in the event of the IT Equipment malfunctioning.
10. It is the responsibility of the Named Pupil to back-up their work regularly.

11. You must only use software licensed, authorised or installed by the School or by EA through C2k.
12. Anti-Virus software installed by the School or EA through C2k must not be uninstalled.
13. There may be occasions when either EA or the School will need the IT Equipment to be returned to the School /EA for upgrades and maintenance. Please note that because of these upgrades, it may be necessary to completely remove all information contained on the IT Equipment. Neither EA nor the School can be held responsible for the loss or damage of any data on the IT Equipment during this process. The IT Equipment must be returned to the School without unnecessary delay by the Responsible Person as and when requested.
14. During the upgrade and maintenance process, technical members of School or EA staff may view data or programmes on the IT Equipment. You will be held responsible for ensuring use of the IT Equipment is in accordance with the School's acceptable use policy at this point. You may want to remove personal data from the IT Equipment before its return.
15. All technical support and maintenance issues must be raised with the School Contact initially without unnecessary delay.
16. If the IT Equipment is stolen you must immediately report it to the police and get a crime reference number. You must immediately report this to the School Contact.
17. If the IT Equipment is accidentally damaged, you must immediately contact the School Contact and the equipment presented for examination. You must not arrange to have repairs undertaken elsewhere. The School /EA will do its best to repair the damage. If this is not possible, replacement will be considered on a case by case basis. If this damage is not the result of normal wear and tear, you will be liable to reimburse EA for any reasonable repairs and labour costs.
18. As the Responsible Person you must ensure that that the external face of the equipment provided is not decorated or changed in any way, including affixing stickers.
19. Reasonable health and safety precautions should be taken when using the IT Equipment. Neither EA nor the School is responsible or any damage to person or property resulting from the IT Equipment loaned.
20. Neither EA nor the School is responsible for any costs resulting from the use of the IT Equipment and the connectivity equipment, including electricity, printer cartridges, paper or any cost occurring from an internet service not provided by the school.
21. Neither EA nor the School is responsible for any broadband charges incurred by the Named Pupil or any permitted family user of the IT Equipment accessing the internet from any site other than school premises are not chargeable to the school.
22. You will ensure that any internet access using of the IT Equipment at home is for an appropriate educational purpose.
23. All information and supporting documentation supplied by you with this Agreement will be used for the sole purpose of providing the IT equipment. Your IT Loan Agreement and related information, will be held and maintained by the School in accordance with

the provisions of Data Protection Legislation. The data will not be passed to any other third party without your consent, except when the School is required to do so by law.

- 24. By accepting the IT Equipment you are confirming that you have read and agree to adhere to current School policies regarding the following: Acceptable Use, Data Protection, Computer Misuse and Health and Safety which are attached to this Agreement.

Both EA and the School reserve the right not to replace a lost or damaged device.

Responsible Person (Parent/Guardian/Carer) Agreement:

I have read and agree to be bound by the terms and conditions set out above.

Name of Responsible Person (parent / Guardian / Carer):

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Signature parent/ Guardian / Carer:

Date: