



KNIGHTON MEAD
PRIMARY ACADEMY

Knighton Mead Primary Academy

Knighton Fields Road West
Leicester | LE2 6LG
t. 0116 233 0666

e. office@knighton-tmet.uk

w. www.knighton-tmet.uk

Principal: Miss J Slinger

Dear Parent/Carer,

Device Loan Agreement/Code of Conduct

I am pleased to confirm that we are able to loan your child(ren) a Laptop/Chromebook in order to support with home learning whilst they are educated offsite.

The device will be connected to the TMET network when pupils use them at home, so it is managed and filtered as if they were at school. Our IT department will also have the ability to remotely access the device, so if they are experiencing any problems please just let us know by emailing our IT Helpdesk at helpdesk@tmet.uk

The main purpose of the device is for your child to use it for learning from home, so that he/she does not fall behind. This means that we expect your child to do the following on a **daily basis**:

- Approximate 2.5 hours of lessons each week day that pupil is not onsite (either morning or afternoon slot)
- Child to engage with lessons through Microsoft Teams on the device
- Child to submit work set by their teacher

We will be checking your child's engagement with their homework and classwork set by the teachers. If there is any indication that despite having a device at home, your child is failing to meet deadlines and complete their work, we will reserve the right to take back the device and redistribute to another student.

The device remains the property of the school, and must be returned in good condition with reasonable wear and tear when the school reopens. The device is covered by our insurance policy, however please note that there is an excess of £250 if the device is lost or damaged, which you would be responsible for paying.

The use of the device is subject to the Microsoft Teams Code of Conduct, Parent Agreement and Pupil Acceptable Use Agreement. All of these agreements are attached for your reference, and must be completed.

We hope that this initiative will support with home learning, and if you have any queries please do get in touch with the school.

Yours sincerely,

Jenny Slinger

Principal

Device Loan Agreement for Pupils

- 1.1 This agreement is between Knighton Mead Primary Academy and _____ (insert name) _____ the parent or carer of _____ (insert name) _____.
- 1.2 It governs the use and care of devices loaned to the pupil, be it supplied directly by the school, or via any other laptop funding scheme. This agreement covers the period from the date the device is issued through to the return date of the device to the school.
- 1.3 All issued device shall **remain the sole property of the school** and is governed by the Trust's/School's policies.
- 1.4 The school is lending the pupil a device for the purpose of doing school work from home.
- 1.5 The school will monitor your engagement with the homework and classwork set by your teachers. If there is an indication that despite having a device at home, you are failing to meet deadline and completing your work, we will reserve the right to take back the device and redistribute to another pupil.
- 1.6 This agreement sets the conditions for taking the device home and is intended to guide and protect both the pupil and the school.

Damage/loss

- 2.1 By signing this agreement, the parent/carer agrees to take **full responsibility** for the loaned device issued to the pupil and I have read this agreement and understand the conditions of the agreement.
- 2.2 The parent/carer and pupil understand they are responsible for the device at all times whether on the School's property or not.
- 2.3 If the device is **damaged, lost or stolen**, the parent/carer will immediately inform **the school on 01162330666 or by emailing the school office office@knighton-tmet.uk**, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the device. If the device is stolen, the parent/carer will also immediately inform the police and pass on the crime number to the school.
- 2.4 The parent/carer understands that device is covered by the school insurance for accidental damage and I agree that I will pay **£250** in the event of an accident or theft that takes place whilst the device is signed out to my care to cover the excess cost.
- 2.5 The parent/carer and pupil agree to keep the device in good condition and to return it to the school on their demand with reasonable wear and tear.
- 2.6 Every care and consideration will be made by myself and my child to look after and protect the device, this includes, but is not limited to the following measures:
- Computer and Internet access will only be made through my child's school login, which should not be made available to any other person.
 - Will not download files from the Internet unless directed by a teacher.
 - Ensure that the device is used in a safe way, ideally at a table.

- Keep the device in a secure place when not in use.
- Will not eat or drink around the device.
- Will not lend the device to family or friends.
- Will not allow software to be installed on the device unless with the prior agreement of the Academy Trust.
- Will not leave the device in a car or on show at home, or leave it unsupervised in unsecured areas.

2.6 In order to effectively administer all of its computer systems against attack by viruses, spyware and hackers, the school reserves the right to scan, review and delete any files that may be held on its computer systems. This may at times necessitate the monitoring of an individual's computer and/or internet activity. In any circumstances, personal privacy and confidentiality will be strictly observed at all times.

Acceptable use

3.1 The parent/carer accepts that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but understands that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.

3.2 The parent/carer understands that the school can, if necessary, check my child's computer files and the Internet sites they visit and if there are concerns about my child's e-safety or e-behaviour they will contact me.

3.3 **Social networking and media sites:** the parent/carer understand that the school has a clear policy on "The use of social networking and media sites" and I support this.

3.4 The parent/carer understands that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.

3.5 The parent/carer will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

1.7 The parent/carer understands that the school will monitor their child's engagement with the homework and classwork set by their teachers. If there is an indication that despite having a device at home, your child is failing to meet deadline and completing their work, the school will reserve the right to take back the device and redistribute to another pupil.

Personal use

4.1 The parent/carer agrees that the pupil will only use this device for educational purposes and not for personal use and will not loan the device to any other person.

Data protection

5.1 The parent/carer agrees to take the following measures to keep the data on the device protected.

- Keep the device 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 my child locks away the device if it's left inactive for a period of time
- Will not share the device among family or friends
- Will update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

5.2 If I need help doing any of the above, I will contact the TMET IT helpdesk on the email helpdesk@tmet.uk

Return date

6.1 The parent/carer will return the device in a good condition and reasonable wear and tear to the school within 7 days of being requested to do so.

6.2 The parent/carer will ensure the return of the device to the school if the pupil no longer attends the school.

Consent

By signing this form, the parent/carer confirms that I have read, understood and agree to the terms and conditions set out above. I understand that should the device be damaged, lost or stolen, I will be responsible for settling the £250.00 insurance excess. I will ensure that I and my child adhere to the terms of the loan.

PUPIL'S FULL NAME	
parent/Carer's Full name	
parent/Carer's signature	
Date	

Think before you click

S

I will only use the Internet and email with an adult

A

I will only click on icons and links when I know they are safe

F

I will only send friendly and polite messages

E

If I see something I don't like on a screen, I will always tell an adult

My Name:

My Signature:

KS2 Pupil Acceptable Use Agreement

These rules will keep me safe and help me to be fair to others.

- I will only use the school's loaned device for school work and homework.
- I will engage with the homework and classwork set by my teacher and if I fail to do so, the device will be taken away and reallocated to another pupil.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned for my age.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

I have read and understand these rules and agree to them.

Pupil Name: _____

Signed: *Date:*



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TMET Device Loan form for Pupils

DETAILS OF PUPIL	
name	
YEAR GROUP	
ADDRESS	
PARENT'S TELEPHONE NUMBER	
PARENT'S EMAIL	
loan details	
LOAN DATE	
T to be filled in on the day of bubble closure)	
DATE RETURNED	
DEVICE DETAILS	
TYPE	ChromeBook
MAKE	HP
MODEL	ChromeBook 11AG8EE
SERIAL NUMBER	
ASSET NUMBER	

DEVICE CONDITION		
ACCESSORY DETAILS		
DESCRIPTION		QUANTITY
Chrome Book Charger		x1
Laptop Bag		x1

parent/Carer's Full name	
parent/Carer's signature	
Pupil Signature	
Date	