



Technology agreement for student

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. They help prepare students for the world they are about to enter. These technologies can stimulate discussion, promote creativity and stimulate awareness of the world around them to promote effective learning.

1. This agreement is between:

Shireland Collegiate Academy Trust

And

Student/Parent accepting this document.

Trust EdTech governs the use and care of devices assigned to individual student members. This agreement covers the period from the date the device is issued through to the return date of the device to the school. And governs the use of technology and care of devices assigned to the parent's child (the "student"). This agreement applies to all students who have access to and are users of academy technologies both in and out of the academy.

****Technologies for the purposes of this agreement refers to, but is not limited to, devices, systems, and the internet. ****

All issued equipment shall remain the sole property of the Trust and is governed by the Trust's policies.

1. The academy is providing the student with a laptop ("the device") for the purpose of doing school work.

2. This agreement sets the conditions for the use of technology including, the device, systems and internet and intends to ensure:

- a) The student and parent/carer agree to follow all academy regulations and policies, in particular, the Student Acceptable Use policy on the use of technology.
- b) The parent/carer are aware of the importance of e-safety and are involved in the education and guidance of young people regarding their on-line behaviour.
- c) The student and parent/carer understand the device is only to be used as an effective learning tool for academic purposes.
- d) The device must be stored in the student's locker at the end of every day and the student should make sure the device is charging.
- e) All issued equipment shall remain the sole property of the academy and is governed by the academy's policies.
- f) This agreement covers the period from the date the student joins the academy through to the date the student leaves the academy.

- g) This agreement also sets the conditions for taking the equipment home, when agreed as part of a government scheme and special circumstances whereby agreed with the academy's Principal.

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 student will adhere to the terms of loan.

2. Damage/loss

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

- I understand that I and the student are responsible for the device/equipment at all times whether on site or not.
- If the equipment is damaged, lost or stolen I will immediately inform the Trust designated student member or department, and I acknowledge that I am responsible for the reasonable costs requested by the Trust 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 the Trust on demand from the Trust in the same condition.
- I will not leave the device/equipment unsupervised in unsecured areas.
- I will make sure I take 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

3. Acceptable use

The Academy will try to ensure that students will have good access to technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

I give permission for the student to have access to the internet, the Learning Gateway and to ICT systems at school.

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

I am aware that the academy may monitor the students' activity on this device and 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 the academy or risks bringing the academy into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the academy will sanction the student, in line with the academy's Acceptable Use policy, if the student engages in any of the above at any time

4. Unacceptable use

- I am aware that the Trust may monitor the student's activity on this device.
- I agree that I 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
- Using inappropriate or offensive language

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

4. Personal use

I agree that the I will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

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

- Keep the equipment 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). Normal use of your work logon credentials
- Make sure the equipment locks if left inactive for a period of time
- Do not share the equipment among family or friends
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact relevant school IT support by email at trustsupport@shirelandcat.net

6. Device return

- I will return the device in its original condition to within the stipulated period of being requested to do so.
- I will return the equipment to the Trust upon resignation, dismissal or if I leave the employment of the school for any other reason.

7. Consent

I confirm that I have read the terms and conditions set out in the agreement and my electronic acceptance of this policy confirms that I will adhere to the terms of this loan agreement. This agreement is not device specific and will cover all devices loaned to the individual accepting this user policy.