

Wolverhampton Girls' High School

Sixth Form One to One Device Loan Scheme



This scheme aims to facilitate e-learning by the provision of a One to One Device, currently a Microsoft Surface. This is referred to throughout the agreement as the Device. As a school we are prepared to provide support and resources but we also need the commitment of parents and students.

As you read through this agreement, you will see a summary of the commitment that the school is making to students and to you as parents, and in turn the commitment required from students themselves, and from parents, to make this scheme work. When you have read this agreement, we invite you and your daughter to sign and return this to the school, if you wish to partake in this scheme.

As a portable device it is expected that any given One to One Device is covered on individual household's home insurance. This will cover the device for theft and accidental damage.

A. The School will...

- Provide a One to One Device for your daughter to use whilst in the sixth form
- Advice on appropriate use (e-safety) of the Device and provide recommendations use to aid learning

B. The Student. I will

- Look after the Device carefully and securely all of the time, ensuring that it is charged ready for use each school day and remaining responsible for it throughout the day.
- Report to the School any loss or damage (including accidental loss or damage) promptly.
- Report to the School any faults in hardware or software promptly.
- Ensure that the Device is returned to the ICT Network Team at the School if I leave the school for whatever reason.
- Make sure the Device is not used for any illegal and/or anti-social purpose, including access to inappropriate internet sites.
- Only use the Device to undertake activities in lessons as directed by my teacher and understand that the misuse of the Device could result in my no longer having access to the device.
- Make sure that the Device is not used in breach of the acceptable use of ICT procedures.
- Bring it to school every day, unless asked not to.
- Ensure that I back up any data stored on the Device and save work appropriately. The school will not be able to retrieve work deleted from the Device.
- Make sure it is kept in a secure place at all times when not in use at school.
- Make sure the Device is not subject to careless or malicious damage.
- Not decorate the computer or its case, etc. and not allow it to be subject to graffiti.
- Accept that the Device remains the property of the school and can be called upon for inspection/retrieval at any time without notice.

To be signed by student:

I have read this Agreement including the **Terms and Conditions** overleaf and agree to abide by these terms.

Name: _____ Signed: _____ Date: _____

To be signed by Parent:

I have read this Agreement including the **Terms and Conditions** overleaf and am happy for a Device to be provided to my daughter on these terms. I will take such reasonable steps as is practical to ensure that the terms of this agreement are adhered to. If any parts of the agreement are unclear I will seek advice from the School's ICT Department. I understand that in the event of my daughter being unable to pay for damage, or otherwise comply with the attached conditions, that I become liable for guaranteeing the payment of the costs.

Name: _____ Signed: _____ Date: _____

To be signed by School Representative:

I agree on behalf of the School to provide a Device on the terms and conditions set out in this agreement.

Name: _____ Signed: _____ Date: _____



Terms and conditions

You and Your Sixth Form One to One Device for Loan

1. The Device must not in any circumstance be used in violation of the law or of School policies. The Student must comply with the School's acceptable use of ICT procedures the provisions of which apply to this Agreement. Breach may result in the removal of network privileges and, in accordance with the ICT Code of Conduct, even if that breach occurred outside of school, the student's ICT privileges may be withdrawn and, depending on the seriousness of the breach, the student may be excluded from School (either for a fixed term or permanently).
2. The Student shall not in any way alter or personalise the Device without the prior written approval of the School.
3. Personal work may only be undertaken on the Device outside school hours.
4. The Student may not loan the Device to any third party.
5. The Student must take all reasonable care of the Device and maintain it in good working order at all times. Any faults, damage, problems or concerns should be raised with the ICT Department as soon as is practical.
6. The Student is responsible for the costs of repairing or replacing the Device or any associated equipment that is damaged or lost. Replacements and repairs may be possible by the school however the student would be liable for covering the costs of any necessary parts.
 - a. Example costs include:
 - i. Charger - £30
 - ii. Keyboard - £100
 - iii. Pen - £47
 - iv. Case - £35

When it is necessary that repairs are carried out by an external company the actual cost of this repair will be the liability of the student. Please be aware that these can be expensive, for example a broken screen can be around **£XXX**

7. If the Device is stolen or lost this must be reported to the ICT department as soon as possible.
8. The Student must take personal responsibility for the security of the Device in her care.
9. The Device should not be left unattended in public places. When travelling by car, the Device must be stored securely and out of sight when the car is left unattended. On public transport, the Device should be carried as hand luggage. This is an issue of personal safety also.
10. The school will not be liable for any action, loss, damage or injury resulting from the Student's use of the Device.
11. The school accepts no responsibility for lost or damaged electronic information or personal storage media.
12. The student should ensure that any data is backed up regularly. Any data stored on the Device hard drive may be wiped in order to repair the Device. The school is not responsible for the loss of any data during any repair or maintenance to the Device.
13. The Device may not be connected to the Internet via a home wireless network (Wi-Fi), unless a firewall is in place.
14. If the Device is used to connect with the Internet from home, the school will not be responsible for the costs involved.
15. The Device should be re-charged at home overnight. Chargers may be brought into school but students must ensure that they are kept safe.