



## **Churchfields Junior School School Laptop Loan Agreement.**

The Headteacher has agreed that a laptop computer will be loaned to you while you remain employed at this school. This loan is subject to review on a regular basis, and can be withdrawn at any time

As a member of staff to whom a laptop has been loaned I have read and agree to the following terms and conditions that apply while the laptop is in my possession:

- 1 The Laptop and any accessories provided with it, remains the property of *Churchfields Junior School* and is strictly for my sole use in assisting in the delivery of the Curriculum.
- 2 I understand insurance cover provides protection from the standard risks but excludes theft from a vehicle. If the laptop is stolen from an unattended vehicle or a house left unattended for longer than 48 hours, I will be responsible for its replacement.
- 3 I agree to treat the laptop with due care and keep the laptop in good condition, ensure that it is strapped in to the carry case when transported and/or not in use, not leave the laptop unattended in class without being secured and avoid food and drink near the keyboard/touch pad.
- 4 I agree to back up my work on a regular basis. I understand the school will not accept responsibility for the loss of work in the event of the laptop malfunctioning.
- 5 I agree to only use software licensed by the school, authorised by the Headteacher and installed by the school's ICT staff.
- 6 I agree that Anti-Virus software is installed and must be updated on a weekly basis. ICT staff from the school will advise on the routines and schedule of this operation.
- 7 Should any faults occur, I agree to notify the school's ICT staff as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or any one other than ICT staff, attempt to fix suspected hardware, or any other faults.

- 8 I agree to attend training in how to access the Curriculum Network, Intranet, VLE (Moodle), Internet, and email within the school provided by ICT staff.
- 9 I agree that home Internet access is permitted at the discretion of the Headteacher. I understand the school will not accept responsibility for offering technical support relating to home Internet connectivity.
- 10 I agree that any telephone/broadband charges incurred by staff accessing the Internet from any site other than school premises are not chargeable to the school.
- 11 I agree to adhere to School and LA policies regarding the following, updated as necessary:
- Acceptable Use;
  - Data Protection;
  - Computer Misuse;
  - Health and Safety.

### Laptop Details

Laptop Make ..... Model. ....

Serial Number ..... School Code .....

### Personnel Details

Loan Authorised by .....

Head teacher: ..... Date .....

(signature)

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

Laptop should be returned to the school for maintenance on \_\_\_\_\_

Name of Member of Staff .....

Received by (signature): ..... Date .....

### **Note on Insurance**

For laptops to be covered automatically under the schools policies at no extra charge, they need to be included on the school's inventory. The standard All Risks insurance policy covers the laptops for theft (where there are signs of forced entry), and accidental or malicious damage. Those Schools who have opted for the additional Buildings and Contents policy will also receive cover for flood/water damage, storm damage etc. All equipment in Schools is automatically covered for fire, lightning and explosion.

Laptops are not covered by the school policy:

- Whilst in vehicles,
- Left unattended in a locked household over 48 hours.

Any theft should be immediately reported to the police and a crime reference number should be obtained and provided to ICT staff. If stolen or damaged from an employee's home, County would first ask for a claim under the staff member's household policy. Claims from the School policy will only be made if this were unsuccessful.

Please note that regardless of the policy a stolen laptop is claimed under, a claim will not be considered unless there are signs of forced entry or assault.

For General Insurance enquiries and claims contact Sharon Andrews or Lydie Butler from the Insurance & Risk Management team on 01243 777909.