



## Home Use of School-owned Equipment

### Introduction

This agreement endeavours to ensure the safe custody and handling of assistive technology equipment when in the care of the pupil, outside the school.

### Terms and conditions

1. The laptop (or any other approved assistive technology/equipment) remains the property of Guardian Angels' NS.
2. The laptop (or any other approved assistive technology/equipment) will be used solely by the designated pupil and will not be used by or transferred to a third party.
3. The parent will remind and teach their child to take due care of the laptop (or any other approved assistive technology/equipment) at all times when handling, transporting and using the laptop/equipment.
  - It is to be kept in the family home or living space.
  - It is not to be left unattended in a classroom or other place in the school.
  - All laptop leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop case, with the laptop when work is complete.
  - It is not to be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot.
  - It is not to be interfered with, tampered with or altered by a third party.
  - The following is deemed by the school as being completely unacceptable and will result in a review of the loan agreement:
    - Accessing, transmitting or receiving obscene or pornographic material.
    - Engaging in cyber bullying.
    - Downloading or loading software or applications that are not approved by the school.
4. The laptop will be used solely to assist with typing skills, completion of homework assignments and other school-related activities. Only school approved software packages/applications may be used.
5. The laptop must be presented to the pupil's class teacher, in good working order, on the last day of term or on a date specified.
6. The pupil and parent/guardian must take reasonable care to avoid damage or loss.

7. Use of the laptop, including all internet usage, will be supervised by a parent and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.
8. The school will make regular checks to update the laptop and to check for inappropriate use.
9. The laptop will be used lawfully and in accordance with the school's policy on acceptable use regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data. The parent shall agree to review and adhere to the current School Acceptable Use Policy, specifically where this policy relates to the safe and appropriate use of approved IT equipment such as laptops.
10. The laptop will be kept in good working order. All laptop faults, defects or malfunctions while in the care of the pupil are to be reported to the principal or class teacher who will inform the teacher with responsibility for the servicing and upkeep of the laptop.
11. Any repairs necessary due to non-accidental damage caused to the laptop while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.
12. The laptop will not be sold, assigned, transferred or otherwise disposed of.
13. Any laptop markings, tags or plates or engravings will not be removed, concealed or altered. The laptop must not be marked in any way that might reduce the value of the laptop.
14. If the laptop is lost, stolen or damaged the parent will advise the principal and the Gardaí as soon as possible orally and in writing including all relevant details, record of events etc.
15. Due to current software licensing arrangements covering home use, the laptop package cannot be used for any commercial purpose.

If any of these terms or conditions are breached, the school Board of Management may at any time revoke this arrangement.

### Agreement by Pupil and Parent

#### Home use of school-owned assistive technology

Laptop/iPad/tablet

Make and number: \_\_\_\_\_

I confirm that I accept responsibility for taking into my possession a laptop which is the property of Guardian Angels' NS.

I confirm that I have read, fully understand and accept the Terms and Conditions of this agreement and other relevant policies as are determined by Guardian Angels' NS.

Name of pupil: \_\_\_\_\_ Class: \_\_\_\_\_ Teacher: \_\_\_\_\_

Signature of pupil: \_\_\_\_\_

Name of parent/guardian (BLOCK CAPITALS): \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact numbers:

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_\_