**Laptop Agreement TEMPORARY LOAN**

The laptop remains the property of the school. The school has provided this laptop to support your son/daughter’s learning. Please read and sign to agree to the acceptable use of this device. I agree to take precautions to safeguard this equipment.

This includes:

* + - Using the equipment in a responsible manner and **not letting anyone else use it.**
    - Respecting that it is an electronic appliance and should be kept from elements that could cause harm to me and/or the equipment such as water, extreme heat or cold or situations that could lead to damage from dropping or smashing etc.
    - Protecting the equipment from loss or theft.
* I agree to immediately contact school on 01302 537396 Ext 189 if this equipment is malfunctioning, damaged or stolen.
* I agree safeguard against access inappropriate web sites or store inappropriate files on it.
* If there is substantiated evidence that this has been the case then then your child will not be allowed to use school IT equipment for one year.
* I agree not to delete any icons, folders and other items that the school has put on the equipment
* I agree school is not responsible for any of my files saved on this equipment or any items left in the case.
* I understand that all instances of missing equipment either lost or stolen will require a police report. I will bring/send a copy of the report into school and give to the Headteacher of McAuley School. I agree to fully co-operate with any such investigations concerning this equipment.

Signature of Parent/Carer: …………………………………… Date ……………………………

Name of Student name: ………………………………………. Form ………………………….

**Laptop name & Serial No:** **Date of receipt of laptop:**