

**Torfaen County Borough Council (TCBC)**

**Coronavirus (Covid-19) Period Home/School IT Equipment**

**Acceptable Use Policy**

1. This loaned equipment is for the benefit of your child in supporting and developing their education during the Coronavirus (Covid-19) lockdown period while your child remains unable to attend their school.
2. With this loaned equipment, it is anticipated that your child will be able to build on and enhance their skills, knowledge and understanding, and participate in independent and arranged group learning.
3. The 'borrower' is the person signing this form and borrowing the loaned equipment (ie the parent/carer not the child/young person).
4. The 'lender' is St Alban's RC High School
5. The loaned equipment shall at all times remain the property of the lender. The borrower shall have no right, title or interest in or to the loaned equipment (save the right to possession and use of the loaned equipment subject to the terms and conditions of this agreement).
6. The risk of loss, theft, damage or destruction of the loaned equipment shall pass to the borrower on delivery. The loaned equipment shall remain at the sole risk of the borrower during the entire period the loaned equipment is in the possession or control of the borrower until such time as the loaned equipment is redelivered to the lender.
7. The loaned equipment is as follows:  
  
    HP 6555B Laptop
9. The agreement exists between the lender and the borrower who has signed this acceptable use policy (AUP).

As filled in on the Online Form

<b>Pupil's name</b>	
<b>Pupil's main address</b>	

10. If the pupil moves address from the location you have given us (above), it is essential that you inform the lender at the earliest opportunity.
11. It is recommended that data is saved in the cloud in Hwb.
12. At no point must you open the loaned equipment and make changes to the internal hardware.
13. Software should not be installed locally on the loaned device.
14. The loaned equipment must not be used for any illegal and/or antisocial purpose.
15. All technical support and maintenance will be provided remotely, on a 'best endeavour' basis, by a TCBC school support engineer or network manager. To access this support, please contact your Head teacher with details of the issue and you will be advised from there. Therefore, the borrower shall not enlist third-party technical support and maintenance of any kind.
16. If there are issues that cannot be resolved, the loaned equipment must be returned to the lender.
17. Please note, it may be necessary for the lender to remove any data contained on the loaned equipment. The lender is not responsible for the loss or damage of any data on the loaned equipment during this process.
18. The equipment must not be loaned to, given to or sold to any other person except the borrower.
19. The borrower shall be expected to abide by the following rules:
  - All internet use should be appropriate to the student's education.
  - As a parent/carer, you will monitor the appropriate use of this loaned equipment.
  - The creation or distribution of any images, sounds, messages, or other materials which are obscene, harassing, racist, inflammatory, malicious, fraudulent, and libellous or breach copyright laws is not acceptable.
  - Activity that may be considered unethical, immoral or illegal, threatens the integrity of the lender's or TCBC's ICT systems or reputation, or that attacks or corrupts other systems, will be seen as a serious breach of these rules.
  - Sites and materials accessed must be appropriate for the borrower's educational purposes only.

- Downloading inappropriate materials, games, software or applications is strictly prohibited.
  - Using the loaned equipment for personal financial gain, gambling, any form of campaigning, political purposes or advertising is forbidden.
  - I understand that whilst using the device on an internet connection, the school's usual content filtering systems will not fully be in place. Google Safe-search will remain active.
  - I understand that Google Safe-search does not provide a full web filtering service and that as a parent/carer I need to be vigilant when my child is accessing the internet.
  - I will ensure that any internet access at home is for appropriate educational purposes only.
  - I understand that the internet provider may monitor the sites accessed by this device and will report any inappropriate use to the relevant authorities.
20. Failure to comply with these rules could result in the loaned equipment being returned to the local authority.
21. If the loaned equipment is stolen, the borrower must immediately report it to the police and obtain a crime reference number. The borrower must also notify the lender.
22. If the loaned equipment is accidentally damaged, the borrower must immediately contact the lender. Should the damage be deemed non-accidental, the borrower will be responsible for the cost of repairing the loaned equipment.
23. The borrower remains responsible for ensuring the child/young person using the loaned equipment will not breach following responsibilities:
- You have a responsibility to take reasonable care to ensure the security of the loaned equipment.
  - You must not decorate or change the external face of the equipment provided in any way, including affixing stickers.
  - Reasonable health and safety precautions should be taken when using loaned equipment. The lender is not responsible for any damage to person or property resulting from the loaned equipment.
  - The lender is not responsible for any costs resulting from the use of the loaned equipment, including electricity, printer cartridges, paper or any cost occurring from an internet service not provided by the lender.

24. The borrower is responsible for determining a suitable, comfortable and safe location for the loaned equipment and a suitable seating position for any pupil benefitting from the loaned equipment, when being used.
25. The lender will not be responsible for any physical injury as a result of the inappropriate use of this equipment.

**Statement**

I, the borrower (ie the parent/carer), have read and understand the terms and conditions in this acceptable use policy (AUP).

I understand that by breaching any of the terms and conditions set out herein, the loan may be withdrawn by the lender and the loaned equipment shall be returned immediately to the lender.

As filled in on the Online Form

<b>Parent's/Carer's name (please print)</b>	
<b>Parent's/Carer's signature</b>	
<b>Date</b>	

<b>Signed on behalf of Torfaen County Borough Council</b>	
<b>Head teacher/Head of Establishment</b>	Stephen Lord
<b>Date</b>	Tuesday 12 <sup>th</sup> May 2020