

Device loan agreement for learners

1. This agreement is between:

- 1) London Design & Engineering UTC (“the college” and “LDE UTC”)
- 2) (“the parent/carer/carer” and “I”)

And governs the use and care of devices assigned to the parent/carer/carer’s child (the “learner”). This agreement covers the period from the date the device is issued through to the return date of the device to the college.

All issued equipment shall remain the sole property of the college and is governed by the college’s policies.

1. The college is lending the learner a laptop, charger and laptop bag (“the equipment”) for the purpose of doing college work from home and on-site at college
2. This agreement sets the conditions for taking an LDE UTC laptop, charger and laptop bag (“the equipment”) home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the learner will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the learner and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the learner are responsible for the equipment at all times whether on the college’s property or not.

If the equipment is damaged, lost or stolen, I will immediately inform the college IT Team (by emailing ITTeam@ldeutc.co.uk), and I acknowledge that I am responsible for the reasonable costs requested by the college to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the college on demand from the college in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don’t leave the device in a car or on show at home
- Don’t eat or drink around the device
- Don’t lend the device to siblings, friends or anyone else
- Don’t leave the equipment unsupervised in unsecured areas
- Always transport the equipment in the laptop bag which has been issued by the college

3. Unacceptable use

I am aware that the college monitors the learner’s activity on this device.

I agree that my child will not carry out any activity that constitutes ‘unacceptable use’. Please visit the following web-page <https://www.ldeutc.co.uk/key-info/stakeholder-info/policies.aspx> and read the document entitled “IT, BYOD & Internet Acceptable Use Policy” in full for details of what constitutes acceptable use. This policy must be followed at all times. Appended to this agreement is the signature page from the IT, BYOD & Internet Acceptable Use Policy”, to be signed by both yourself and your child. These need to be signed as a condition of being issued a loan laptop.

Some examples of “unacceptable use” include, but is not limited to the following (see policy for full details):

Include details of your acceptable use policy for devices, e.g.:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Accessing inappropriate and prohibited content

- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the college, or risks bringing the college into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the college will sanction the learner, in line with our behaviour and discipline policies, if the learner engages in any of the above **at any time**.

4. Personal use

I agree that the learner will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Make sure my child does not share their log-in password at any time with anyone.
- Make sure my child does not attempt to circumvent any security settings on the device
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends, or anyone else
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted
- Make the college IT Team aware immediately (by emailing ITTeam@ldeutc.co.uk) if I or my child become aware of any security concerns regarding the device

If I need help doing any of the above, I will contact the college IT Team on the email ITTeam@ldeutc.co.uk.

6. Return date

I will return the device in its original condition to the college within 14 days of being requested to do so.

I will ensure the return of the equipment to the college if the learner no longer attends the college.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

LEARNER'S FULL NAME	
LEARNER'S DATE OF BIRTH	
LEARNERS YEAR GROUP	
LEARNERS FORM GROUP	
PARENT/CARER'S FULL NAME	
PARENT/CARER'S SIGNATURE	
DATE OF SIGNING	

Appendix 3: Acceptable use agreement for older learners

Acceptable use of the college's IT facilities and internet: agreement for learners and parents/carers

Name of learner:

When using the college's IT facilities and accessing the internet in college, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Use them to break college rules
- Access any inappropriate websites
- Access social networking sites or chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the college's network using someone else's details
- Bully other people

I understand that the college will monitor the websites I visit and my use of the college's IT facilities and systems.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the college's IT systems and internet responsibly.

I understand that the college can discipline me if I do certain unacceptable things online, even if I'm not in college when I do them.

Signed (learner):

Date:

Parent/carer agreement: I agree that my child can use the college's IT systems and internet when appropriately supervised by a member of college staff. I agree to the conditions set out above for learners using the college's IT systems and internet, and for using personal electronic devices in college, and will make sure my child understands these.

Signed (parent/carer):

Date: