



# **HOME USE OF SCHOOL OWNED EQUIPMENT**

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

## **Terms and Conditions**

1. The device on loan remains the property of Navan Educate Together National School.
2. The device will be used solely by the designated pupil/s and will not be used by or transferred to a third party.
3. The parent/guardian will remind and teach their child to take due care of the device at all times when handling, transporting and using it.
  - It is to be kept in the family home or living space.
  - It is to be stored securely in the home at all times.
  - All leads must be unplugged from sockets and all accessories are to be stored safely and securely with the device when work is complete.
  - 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 cheating or plagiarism (taking material created by others and presenting it as if it were one's own)
    - Engaging in cyber bullying

- Downloading or loading software or applications that are not approved by the school
4. The device will be used solely to assist with school related activities. Only school approved software packages/applications may be used.
  5. The device must be presented to the pupil's class teacher, in good working order, when the school opens for the pupil.
  6. The pupil and parent/guardian must take reasonable care to avoid damage or loss.
  7. Use of the device, including all internet usage, is the responsibility of the parent/guardian. The usage will be of an appropriate nature to minimise pupil's exposure to inappropriate material.
  8. The school will make regular checks to update the device and to check for inappropriate use.
  9. The device will be used lawfully and in accordance with the school's Acceptable Use Policy regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data. The parent/guardian 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.
  10. The device will be kept in good working order. All device 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 device.
  11. Any repairs necessary due to non-accidental damage caused to the device while in the care of the pupil will be arranged by the school and paid for by the parent/guardian of the pupil.
  12. The device will not be sold, assigned, transferred or otherwise disposed of.
  13. Any device markings, tags or plates or engravings will not be removed, concealed or altered. The device must not be marked in any way.
  14. If the device is lost, stolen or damaged the parent/guardian will advise the Principal and the Gardaí as soon as possible, orally and in writing including all relevant details.
  15. Due to current software licensing arrangements covering home use, the device package cannot be used for any commercial purpose.
  16. If any of these terms or conditions are breached, the school Board of Management may at any time revoke this arrangement.

This agreement was ratified by the BOM Navan Educate Together NS

Signed: Anthony Mackey Date: 29<sup>th</sup> October 2020

(Chairperson BOM Navan Educate Together NS)



## **Agreement by Pupil and Parent**

### **Re: Home Use of School Owned ICT Equipment**

Device Make and Serial Number: \_\_\_\_\_

I confirm that I accept responsibility for taking into my possession a device which is the property of Navan Educate Together National School (Roll Number:201645) during Covid-19 related closures.

I confirm that I have read, fully understand and accept the Terms and Conditions in this agreement and other relevant policies as are determined by Navan Educate Together National School.

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: \_\_\_\_\_