

## STUDENT LOAN DEVICE AGREEMENT

### 1. This agreement is between:

Merchant Taylors Schools, Liverpool Road, Crosby, L230QP ("the school")

and

Name of parent/guardian: \_\_\_\_\_ ("the parent/guardian" and "I")

Name of student: \_\_\_\_\_

Equipment Details:

- Microsoft Surface Go 3 128 GB 26.7 cm (10.5") 10th gen Intel® Core™ i3 8 GB Wi-Fi 6 (802.11ax) Windows 11 Pro Platinum. Serial Number \_\_\_\_\_
- Microsoft Surface Go Type Cover QWERTY Black Microsoft Cover port Black, 245 g, Backlight, cover
- Kensington Tough Case 25.4 cm (10") Cover Black, Silver
- Microsoft Surface Pen stylus pen 20 g Charcoal

This agreement governs the use and care of devices assigned to the parent/guardian's child (the "student").

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

The device is on a 3-year cycle so your child will have this device for at least 3 years.

The school is lending the student a device ("the equipment") for the purpose of doing schoolwork both in class and from home.

This agreement sets the conditions for taking a Merchant Taylors Device ("the equipment") home.

### 2. Damage/loss

I understand that I and my child are responsible for the equipment at all times whether on the school's property or not. If the equipment is damaged, lost or stolen, I will immediately inform the school, and if the equipment is stolen, I will also immediately inform the police. The device is insured for theft and accidental damage but there is an excess on the policy, so the first claim will be covered by the policy but there is an excess of £50 for every further claim. This cost will be added to your fee bill in the event there is more than one incidence of accidental damage.

The device is not insured for loss, for example leaving the device on a bus, if this were the case you would be responsible for the residual cost remaining on the schools 3-year agreement with the provider. So therefore, please can you ensure your child looks after the device appropriately.

If the device fails, the school will cover the cost of repair/replacement.

I agree to ensure my child keeps the equipment in good condition and to return it to the school if requested by School.

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

- Keep the device in its hard case at all times to protect against accidental damage
- 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 or friends
- Don't leave the equipment unsupervised in unsecured areas
- Don't place any writing, stickers or labels on the technology device that are not provided or directed by the school.  
The cover can be personalised by the student e.g. with stickers so that they can recognise it as their device.

3. I agree that the device will be fully charged for each school day.

4. I agree that the device will be used in accordance with the school's ICT Acceptable Use policy.

5. Personal use

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

6. Data protection

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

- Keep the equipment password-protected
- Ensure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends

7. Security Measures.

The schools network is protected by a lightspeed web filter however there may still be vulnerabilities and the School would expect parent/guardian to take responsibility for the student's usage of the internet whilst using the device at home.

The School will provide additional security measures as is technically possible for devices that will be used outside the school's network filters. This may include device security settings and/or software that may be used to manage and safeguard the School's electronic resources. These tools may be used to track the School's inventory, block questionable sites, or limit access to sites when connected to the internet outside of the school's network.

8. Disclaimer.

While the School uses technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the school to absolutely prevent such access. Despite our best efforts and beyond the limits of filtering technology, a student may run across areas of adult content and some material that parents/guardians might find objectionable. Moreover, the school makes no guarantee of quality of services provided and is not responsible for any claims, losses, damages, costs or other obligations arising from the use of the School's network or the electronic device. Any charge(s) accrued to the user while using the school's network are the responsibility of the user. Liability and responsibility for statements made by an individual user on the internet are specific to that user and do not represent the views of the School, its employees, or members of the School's Governing Body.

9. Return date

I will return the device in good condition to the School within 7 days of being requested to do so.

I will ensure the return of the equipment to the school if my child no longer attends the School, failure to do so would result in you in being charged for the residual remaining cost of the device.

10. Consent by signing this form

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

STUDENT'S FULL NAME: \_\_\_\_\_

PARENT/CARER'S FULL NAME: \_\_\_\_\_

PARENT/CARER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_