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| Name of Pupil: | Contact number: |
| Name of Parent/Carer: | Home Address: |
| Laptop Serial Number: | |

This will be completed by parent/carers on behalf of the pupil using the ICT equipment. In accepting the use of a school laptop, I agree to the following conditions: -

1. I understand that I am solely responsible for the laptop whilst in my possession.
2. I shall only use the laptop for educational and learning related purposes.
3. I shall keep the laptop in good working order and will notify school of any defect or malfunction during my use.
4. I shall not install and / or download any unauthorised software and / or applications.
5. I shall not allow the laptop to be used by any unknown or unauthorised person. I assume responsibility for the actions of others while using the laptop.
6. I shall abide by the school’s Computing and Acceptable use policies available on the school’s website.
7. Any work saved on the laptop will be deleted prior to the machine’s return.
8. If the laptop is lost, stolen or damaged, the incident must be reported to the main office within 24 hours.
9. If the lost, stolen or damaged laptop and / or accessories is determined to be caused by negligence or intentional misuse, I shall assume the full financial responsibility for repair costs or fair market value of the laptop.
10. I am aware that any breach of these policies may render removal of all ICT equipment I possess.

Pupil’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Carer’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (parent/carer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_