
St Mary's Catholic Primary School School Agreement for Children taking IT Devices Home

We will loan IT devices to pupils to ensure they have access at home to the wide range of learning experiences offered through these devices.

These devices remain the property of Plymouth CAST and must be returned at the end of the loan period.

Before the equipment is released, all parties must agree to abide by this acceptable use agreement.

All parents must agree that they will be responsible for the correct usage of the equipment while in their possession.

Parents must ensure the rules for safe use are enforced.

Parents must monitor access to the internet through their network connection, as the Trust cannot be responsible for children using our equipment to access inappropriate sites or content.

Parents are responsible for ensuring that only age-appropriate material is accessed.

Parents are responsible for ensuring content is not stored on the device, but any learning is shared via the school's network with the child's Google account.

Parents are responsible for ensuring that content that could be harmful to the network (viruses) are not downloaded onto devices.

Parents are responsible for ensuring devices are treated with respect and care.

Parents need to be aware that any damage to devices/chargers will be charged for, with parents contributing the first £50.00.

Safe Usage Rules

These rules will keep me safe and help me to be fair to others:

- I will only use the Trust computers for schoolwork and homework.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will keep my logins and passwords secret.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and that I should respect this.
- I will not attempt to visit internet sites that I know to be banned by the school/Trust.
- I agree not only to use software apps or extensions licensed by the school, authorized by the Headteacher and installed by the School's ICT Staff.
- I will only email people I know, or that a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- I will never arrange to meet someone I have only ever previously met on the internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it, but I will show a teacher/responsible adult.
- Anything I do on the computer must be seen by someone else.
- Should any faults occur, I agree to notify the School as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than the School ICT Staff, attempt to fix suspected faults, (hardware or software).

I have discussed these rules with my child, and they understand what is expected from them and know what to do when there is an issue. I agree to the terms set out in this document. Devices will only be sent home upon return of this signed agreement.

Borrowed School Device

Name of child: _____ Class: _____

Date Out and Loan Period: _____ Parents Signature: _____

Device Model: _____ Serial Number: _____

Date Returned: _____ Office Signature: _____

Without a school device my child would be unable to access online learning YES/NO (Please circle as appropriate)