

Laptop Loan Agreement for Students

This agreement lays out the conditions of loan and use of Stanley High School's laptop computers allocated to students.

This agreement supersedes any previous agreements.

The laptop remains the property of Stanley High School and is for your own personal use while a student at the school. The laptop may not be loaned to any other person without the prior consent of the school.

The school's insurance covers standard risks but excludes any risk if the laptop is left in an unattended vehicle (except if locked out of sight in the boot). If your laptop does go missing or is stolen, the School Business Manager and the Network Manager must be informed as soon as possible. In the event of a claim, we will follow the LA procedures in line with the Finance Departments guidelines on insurance.

The laptop is supplied with relevant software including the Operating System and a licensed office suite. Any additional software must be properly licensed and installed by school ICT Technicians.

Anti-virus software is already loaded on your laptop and must be updated on a regular basis. ICT Technicians can advise on routines and scheduling.

Should any faults occur, the school's ICT Technicians must be informed as soon as possible in order that the problem is correctly identified, and appropriate action taken. The school is not liable for providing a substitute laptop whilst yours is waiting for or under repair.

In the case of leaving the school, it is your responsibility to return the laptop to the ICT Technical Support Team before you leave. The laptop would be allocated to another student to support their learning.

Costs incurred by students accessing the internet from home are their responsibility, and not chargeable to the school.

LA, government and school policies regarding appropriate use, data protection, computer misuse and health and safety must be respected and promoted by all users of the laptop, at school and at home.

Please ensure you have read the whole school ICT policy and understand the meaning of 'appropriate use'.

By taking this laptop you agree to the conditions above.

Student Name