



Terms and conditions for use of electronic equipment belonging to The Harmony Trust

Dear Parent / Carer,

This document has been given so that you understand how the device that you have on loan from The Harmony Trust should be used and looked after while in your possession. It is intended that the main use of this device is so that your child can access the learning set through the academy via Seesaw / Purple Mash. Your child may also use the device to view educational content such as BBC Bitesize.

Once loaned the device is the responsibility of the parent / carer and they should ensure that it is used in an appropriate way. The following are the terms which should be followed:

- The device remains the property of the Academy. The Academy may request the return of the device at any time, as such this device must not be sold or used as collateral.
- Upon signing for the device, charger and case become the responsibility of the signatory until it is returned to the Academy.
- The signatory agrees to responsible usage of the device. Parents should provide appropriate supervision to their child when using the device (additional materials are provided to support parents). This device should only be used by the pupil it is allocated to, for educational support purposes.
- Any misuse, inappropriate material or un-copyrighted software held on the device is their responsibility.
- Files and media should not be saved to the device; this will be wiped permanently upon return. Children must save their work on 'OneDrive' or 'Seesaw' and will be taught how to do this in school.
- If a problem is encountered, it should be reported to the academy as soon as possible. There should be no attempt to disassemble any parts as this could invalidate the warranty.
- Adequate precautions should be taken to protect from theft, misuse or damage of the device.
- Connection to the internet and its cost remain the responsibility of the signatory. The Academy and / or Trust will accept no costs.
- Adequate precautions should be taken to ensure no computer virus or other malicious program is downloaded to the device. Any damage to a home network caused by viruses or malfunctions of the device is not the liability of the Trust.
- The Trust will be recording all IP addresses from different Wi-Fi systems that the device has been joined to. GPS/location tracking is also enabled on the device and as such this information is recorded by the system.

By signing this document you agree to abide by the above terms and conditions and acknowledge that you aware that your child has signed an acceptable use agreement in the Academy and the points within this agreement.

Parents and Carers should be aware that The Harmony Trust has installed Internet monitoring software on the device. This means that we are able to filter and monitor internet use and the website content that is being accessed.

Signed _____

Print Name _____ Date _____

For Academy Use – Name of Device _____