



The Federation of St Mary's Priory Catholic Infant & Junior Schools

www.stmarysrcpriory.haringey.sch.uk

**School-Teacher Laptop Loan Agreement.
January 2017**

The Headteacher has agreed that a laptop computer will be loaned to you while you remain at this school. This loan is subject to review on a regular basis and can be withdrawn at any time.

1 The Laptop, and any accessories provided with it, remains the property of St Mary's Priory School and is strictly for their sole use in assisting in the delivery of the Curriculum.

2 I understand the school insurance cover provides protection from the standard risks but excludes theft from a vehicle. If the laptop is stolen from an unattended vehicle or a house left unattended for longer than 48 hours, I will be responsible for its replacement.

3 I agree to: treat the laptop with due care and keep the laptop in good condition; ensure that it is strapped into the carry case when transported and/or not in use; not leave the laptop unattended in class without being secured and avoid food and drink near the keyboard/touch pad; not to leave objects on the keyboard which could result in screen cracking if top closed. There is a possibility that staff would be charged for repair/replacement of their laptop if these conditions are not met.

4 I agree to only use software licensed by the school, authorised by the Headteacher and installed by the school's ICT staff.

5 Should any faults occur, I agree to notify the school's ICT staff as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than school ICT staff, attempt to fix suspected faults, (hardware or software).

6 I confirm that I have read and agree to adhere to current school policies regarding the following:

- Acceptable use,
- Data protection,
- Computer misuse,
- Health and safety.

Laptop Details

Laptop Make:

Model:

Serial Number:

Asset Number:

Teacher:
(signature)

Date: