XXXXXXXXXXXX School Laptop Agreement

Laptop Serial Number and Type \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am pleased to receive a school laptop to use in connection with my role at XXXXXX School.

I recognise and accept that the laptop is and remains the property of XXXXXXX School. The school will insure for its loss.

I will inform the school promptly should there be any technical problem with the laptop or if it should be damaged, lost or stolen.

I agree to take all reasonable actions to keep the laptop secure and in good condition. This will include not leaving the laptop unattended in my car (unless locked in the boot) or in public places. Staff should be particularly careful at vulnerable times e.g. after school or while after school clubs are taking place. If laptops are left on site at the end of the working day they should be placed in a locked cupboard.

At all times, both in and out of school, I will ensure I follow the school’s policy on e-safety. This will include appropriate use of the internet and also ensuring no pupil data is kept on the laptop.

I will ensure that the laptop is returned to school on request or if I come to leave the school’s employment.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_