

Equipment Loan Agreement

This agreement is between **Park Way Primary School** and **Teachers/Adults** or the **Parent/Guardian** of the student borrowing the equipment.

Terms and Conditions of Loan

1. Park Way Primary School will lend the equipment to the Teachers/Adults or Parent/Guardian on the terms and conditions of this agreement.
2. The equipment shall be loaned fromuntil; the loan period.
3. The loan period may be extended by mutual consent of both parties.
4. No variation or amendment of this agreement will be effective unless it is made in writing, this can be by email.

Collection and Delivery of Equipment

1. The Teachers/Adults or Parent/Guardian must arrange a mutually convenient time to collect the equipment on the first day of the loan period and to return it on the last day of the loan period.

Payment

1. The equipment is to be loaned free of charge.

Title and Risk

1. Title and all rights to the equipment shall at all times remain with Park Way Primary School. The Teachers/Adults or Parent/Guardian acknowledges that they have no right, title or property in the equipment.
2. Park Way Primary School will have the equipment checked to ensure it is fit for purpose prior to collection.
3. Risk of any loss or damage to the equipment will become the responsibility of the Teachers/Adults or Parent/Guardian upon it leaving Park Way Primary Schools possession and shall not revert back to Park Way Primary School until the equipment is back on Park Way Primary School premises.
4. The Parent/Guardian will ensure that the equipment to be borrowed is age appropriate.

Cleanliness

1. The equipment should be appropriately cleaned prior to the loan period by Park Way Primary School and following the loan period by the Teachers/Adults or Parent/Guardian to avoid risk of cross contamination.

Park Way Primary School Obligations

1. Provide the Teachers/Adults or Parent/Guardian with operating, maintenance and servicing instructions as appropriate.
2. Provide the necessary information about training requirements for the correct use of the equipment.
3. Ensure the equipment has undergone the checks detailed in 'Title and Risk' point 2.

The Teachers/Adults or Parent/Guardian Undertakings

The Teachers/Adults or Parent/Guardian borrowing the equipment, agrees that during the loan period they shall:

1. Keep the equipment in their possession and control and ensure that it is secure against loss, damage and theft.
2. Operate the equipment in accordance with any operating instructions issued for it and for the purpose it was designed.
3. Ensure that the equipment is used appropriately.

4. Any required maintenance and repair of equipment shall be performed by approved personnel. Ensure that relevant Health and Safety regulations are met at all times.
5. Keep the equipment in good working order.
6. Ensure that identification marks or labels on the equipment are not removed, defaced, amended, and obscured including those which identify the equipment as belonging to Park Way Primary School.
7. The equipment will not be modified in any way.

User Agreement:

- I will place this internet based laptop into a family space and will ensure that parental setting and controls are in place.
- I will visit the following for more information about keeping my child safe online.
www.thinkuknow.co.uk/parents/Carers
www.saferinternet.org.uk
www.pitda.org.uk
www.childnet.com
- I will support my child by sharing responsibility and role modelling safe and positive online behaviour and by discussing online safety with them when they access technology at home.
- I will set up a house 'contract' about safe internet use within my home which will be created with my child to address any issues they may have, what I expect from them and what they can expect from me.
- I will appropriately supervise my child's internet use at home.
- I will contact the school immediately if I have any concerns about e-safety and my child.
- I agree that the laptop will be used in a responsible way, for the purposes of home based remote education only, at all times.

Insurance

In the event of the equipment being lost or damaged:

1. The Teachers/Adults or Parent/Guardian borrowing the equipment agrees to pay the replacement cost as indicated below.

OR

2. The Teachers/Adults or Parent/Guardian are required to take out additional insurance. Proof of insurance will need to be presented to Park Way Primary School and a copy kept by the ICT Technician.

Please state one of the above options:

Inventory of Equipment

Please list all equipment being loaned and replacement costs where applicable.

Equipment on loan:.....

Serial Number:.....

Replacement cost:.....

By signing, I agree to all the terms shown on this document.

Head Teacher Signature: _____ **Date:** _____

Parent/Carer Name: _____ **Date:** _____

Parent/Carer Signature: _____ **Date:** _____