



Sir Thomas Abney Personal use of School Devices Agreement

Sir Thomas Abney Primary School provides devices including iPads for staff to enable them to carry out their job role more effectively. Please sign below to accept this iPad and agree to the following terms of use:

1. The device remains the property of Sir Thomas Abney Primary School and is loaned to you for *professional* use within your job role.
2. The device must remain in your possession, should only be used by you and should be securely stored when not in use.
3. All devices use must fully comply with the Sir Thomas Abney Primary School e-Safety Policy and Data Protection Policy. Failure to do so may lead to disciplinary action.
4. The device is connected to your school email account so might have access to the personal information of pupils. The device might also be used to store personal information such as picture and video images of pupils. This means you must fully comply with high standards of data protection - *including.... use of passcodes, encrypted drives, geo-tracking systems enabled.*
5. A device may be configured with certain restrictions in place. You must not try to make changes to the device that are passcode protected.
6. Loss or damage of the device should be reported to the Headteacher immediately. If necessary the device will be remotely locked or wiped.
7. Insurance cover provides protection from the standard risks whilst the device is on the school site **but excludes** theft from your car or from other establishments. *It is your responsibility to establish if your home insurance/contents policy covers school devices or not.* Should you leave the device unattended and it is stolen you will be responsible for its replacement and may need to claim this from your own insurance company.
8. The device will be used in the classroom for teaching and learning. Remember that personal information might be accessible on the device and you must fully comply with high standards of data protection, therefore supervision of pupil use is required.
9. The device will be checked annually for safety and for compliance with school policies. Outcomes will be reported to the Headteacher.
10. If you leave the employment of the school the device *and all associated peripherals* must be returned in good condition to the Headteacher before your official leaving date. Any data/files that are relevant to the school must be transferred to the shared drive and personal files must be deleted.

I have read this agreement and fully understand that I need to adhere to all elements.

iPad Model:..... Serial No.:

Member of Staff name:.....

Received by Signature: Date:

Authorised by Headteacher: Date: