

COMPUTER AND ACCESS LOAN AGREEMENT

Highgate Wood School is pleased to support \_\_\_\_\_ (name of student)

with the loan of the following equipment:

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Please be aware that the equipment remains the property of the school and is loaned solely for the purposes of assisting students with their school work and in support of educational research and learning. Equipment and access is modified to help ensure that it is protected from accidental or deliberate misuse, and systems are in place to help safeguard users from access to inappropriate, harmful or unsuitable content. Nevertheless, the student to whom equipment is loaned is ultimately responsible for ensuring that it is used properly.

It is important that you are responsible users of the equipment and know how to use it safely. If there are any technical issues you must email data@hws.haringey.sch.uk, if you encounter any content which makes you feel uncomfortable or which you feel may be inappropriate you must email esafe@hws.haringey.sch.uk

In addition, we ask that you read and agree to the following:

- I will not access or try to access any material on the Internet or elsewhere that would be considered offensive or inappropriate in the judgement of the Headteacher because of pornographic, racist, violent, illegal, illicit or other content.
I understand my activity when using this equipment, or school systems like Google Classrooms, email, Show My Homework and Google Drive can be monitored and that my activity may be scanned from time to time to ensure I am using the equipment properly
The equipment has effective web content filtering, but not all offensive or inappropriate material is automatically detected. I will not try to "cheat" the filtering system, or search for information of an offensive nature.
I will be courteous and considerate in my use of ICT. I will refrain from using obscene, harassing or abusive language or images
I am responsible for monitoring and appropriately rejecting materials, links, and information accessed/received by me.
I understand that all activity conducted on my accounts (using my username and password) is ultimately my responsibility. I will keep my usernames and passwords private.
I will not reveal personal information, including names, addresses, credit card details and telephone numbers of others or myself to anyone over the Internet

- I understand the school has the right to take action against me in incidents of inappropriate behaviour that involve my membership of the school community even when I am out of school (examples would be cyber-bullying, or use of images or personal information about people in the school).

I will not attempt to change any computer, monitor or software settings on the loaned equipment, nor attempt to download or install any programs or applications onto it.

- If I violate any of the terms of this agreement, I may be required to return the equipment, be blocked from online resources and face further disciplinary action as determined by the Headteacher. I am aware that each case will be considered on its merits.

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### STUDENT AGREEMENT

Name: \_\_\_\_\_

Form: \_\_\_\_\_

I agree to abide by the rules set out above and to use loaned equipment with proper care and responsibility.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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### PARENTAL AGREEMENT

As the parent/guardian of \_\_\_\_\_ I hereby acknowledge that I have read the agreement above and discussed it with my child. I understand that the loan of equipment is designed for educational purposes.

I recognise that, while efforts will be made to monitor student use of computers and the Internet, it is impossible for the school to continually monitor and restrict access to all controversial materials. I understand that Highgate Wood School cannot take responsibility for the content of any external website and whilst the school will take all reasonable precautions to ensure students are only directed to appropriate web resources the changing nature of the Internet makes it impossible for the school to guarantee what content will be displayed.

Name (Please Print Name) \_\_\_\_\_

Parent or Carer of \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_