

Learning together, succeeding together



Snettisham Primary School

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26th April 2021

Dear Families in Year Six,

In March 2021 during lockdown, we were given a generous grant from the Halls Exhibition Foundation in Snettisham. The grant enabled us to find and buy enough laptops for pupils in Birch class.

Since March, we have tracked down affordable laptops and set them up for use at home. We can now lend them to you until the end of term.

You should be able to access home WIFI, log into learning resources like Accelerated Reader, SATS Companion, My Maths, Myon, Purple Mash and other learning sites of interest to you and your child.

Please complete the loan form included in this letter and return to school before 30th April –after this date we will start to offer laptops to Year Five. When we have the form back we can let your child take one of the laptops home.

Many thanks,

Ms Louise Jackson

Executive Headteacher

Executive Headteacher
Ms L. Jackson

Deputy Headteacher
Mrs E. Hunt

Assistant Headteacher
Mrs C. Enters

 West Norfolk Academies Trust



Artsmark
Silver Award
Awarded by Arts
Council England

Equipment Borrowed

(Circle each one)

**LAPTOP CHARGER PRINTER DESKTOP MONITOR WIFI-DEVICE
KEYBOARD MOUSE**

1. This agreement is between:

1) Snettisham Primary

2)

And governs the use and care of devices assigned to the parents child (the “pupil”). This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and department for education and is governed by the school policies.

1. The school is lending the pupil a device (“the equipment”) for the purpose of doing educational work from home.

2. This agreement sets the conditions for taking a device (“the equipment”) home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times.

If the equipment is damaged, lost or stolen, I will immediately inform my child’s school and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don’t leave the device in a car or on show at home
- Don’t eat or drink around the device
- Don’t lend the device to siblings or friends
- Don’t leave the equipment unsupervised in unsecured areas

3. Unacceptable use

I agree that activity that constitutes ‘unacceptable use’ will not be carried out.

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This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the Local Authority or education provider, or risks bringing the education provider into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language
- Accessing inappropriate or offensive material online

I accept that the discipline via the appropriate channels (Education provider, Norfolk County Council care workers) if any of the he above occurs **at any time**.

4. Personal use

I agree that this device is only for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Make sure the equipment is secure, if it's left inactive for a period of time
- Do not share the equipment among family or friends

If I need help doing any of the above, I will contact my Education Provider to seek advise and guidance from the school

6. Return date

I will return the device in its original condition to the school within fourteen days of being requested to do so.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME

PARENT / CARER'S FULL NAME

PARENT / CARER'S SIGNATURE

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