

E-safety Loan Agreement – Staff

Staff may borrow academy Information and Technology laptop computers for a time-limited period to pursue core academy activities at home. Approval for all requests must be authorised from a member of the senior leadership team prior to equipment being removed from academy premises.

Staff are expected to:

- report promptly any loss or damage (including accidental loss or damage)
- report promptly to the IT department any faults in hardware or software
- ensure that the equipment is returned at the end of the agreed time or as soon as the employee ceases to be employed at our academy or upon request (whichever is earlier)
- ensure that the equipment is not used for any illegal and/or anti-social purpose, including access to inappropriate internet sites and chat rooms
- ensure that programmes other than those provided by the academy are not loaded without prior permission
- take reasonable precautions to prevent the introduction of viruses (and if in any doubt whether a virus may have contaminated the equipment this must be reported before the equipment is connected to the academy network)
- ensure that the equipment is transported appropriately and kept securely and protected from damage
- refrain from creating, participating in or circulating content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

Failure either to take such reasonable care or to abide by the other conditions listed in this document may result in the computer/equipment being reclaimed. The academy also reserves the right to claim financial recompense in such cases (in addition to which disciplinary action may be invoked).

I have read and understand the above and agree to use the academy ICT systems and equipment (both in and out of academy) and my own devices (in academy and when carrying out communications related to the academy) within these guidelines.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the academy's most recent E-safety policies.

Type of equipment: Laptop (brand) (serial number)

Camera Video camera Other (specify)

Member of staff signature: Job Title:

Name Date:

Authorised signatory (SLT) Date:

Name: