

Parent / Carer Acceptable Use Agreement for devices loaned under the DfE's Covid19 Scheme

This agreement is only superseded upon formal transfer of ownership to the young person / school.

Some material on the Internet is unsuitable for children / young people. Owing to the nature of the Internet, it is impossible for any organisation to guarantee that particular types of material will not appear on a computer screen. **Derbyshire County Council does not accept any liability for Internet material accessed in breach of this agreement or any consequence thereof.**

This Acceptable Use Policy is intended to ensure:

- Children/ young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- Devices belonging to Derbyshire County Council and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Parents/carers are aware of the importance of online safety and are involved in the education and guidance of children in their care with regard to their online safety.
- Ensuring parents are aware it is their responsibility to supervise their child's use of the device.

Digital devices are provided as part of the DfE's Covid 19 response scheme (referred to as 'the scheme' hereafter) to support and provide remote education and access to digital technologies for pupils during the Covid 19 outbreak and for a recovery period thereafter. In return, Derbyshire County Council expects the pupils to agree to be responsible users.

All loaned devices remain the property of Derbyshire County Council and are provided to users on a loaned basis for the sole purpose of education. The device must not be used by anyone other than the authorised user to whom it has been allocated. Any property identification tag/sticker/mark on the device should not be removed for any reason.

The device must remain in the possession of the person to whom it was originally loaned. Users must only access information and systems if authorised to do so and using their own user accounts. Under no circumstances should personal information be stored on the device.

The device has been configured to provide the appropriate access and to enforce restrictions to protect the user. No addition or deletion of any software or hardware is permitted without the express permission of Derbyshire County Council / School. To ensure that security patches and virus definitions are up to date the device should connect to the Internet on a regular basis.

All reasonable care should be taken to prevent loss, damage, theft or unauthorised use of the device as far as is practical. For example, devices should never be left in a vehicle overnight or other unsecured, vulnerable situation. It is the user's responsibility to ensure secure transfer to and from any educational settings.

Parents/carers should ensure careful and considerate use of the device. Any loss or damage of equipment issued as part of the scheme should be immediately reported to the Headteacher / DCC.

Damage includes suspicion of viruses, malware or software corruption, in addition to physical damage to the device.

If software/hardware problems arise a device may need to be restored to its original settings. Work files may be lost during the restore process, therefore it is the responsibility of all users to ensure that backups of all files are regularly made to an external device such as a school server, encrypted hard drive or a designated cloud account. Devices should not be physically affected (upgraded / repaired) under any circumstances.

If recalled, devices must be returned to Derbyshire County Council in full working condition. The user account and all personal work stored on the device will then be securely deleted. It is the user's responsibility to transfer any work to school systems/ backup media, if required.

Where there is evidence that the equipment has not been used in accordance with the above guidelines, a charge may be made for the replacement or repair of any equipment misused whilst on loan.

Many schools use cloud services to enable children to collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils and members of staff. Any cloud provision for use by pupils, even if accessed via the loaned device, remains the responsibility of the school. Issues with connectivity and system access to platforms provided by the school should be raised with school staff.

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras, including webcams, to record evidence of activities in lessons and out of school. The decision to allow or prevent such use rests with the school.

Derbyshire County Council has taken every reasonable precaution to ensure devices are equipped with antivirus, filtering and online safeguards when delivered to end users. Derbyshire County Council cannot ultimately be held responsible for the nature and content of materials accessed via the device. Adequate parental supervision must take place to ensure online safety.

All online activity creates a 'digital footprint' and logs may record:

- The username of the user,
- The website address of the Internet site being accessed,
- Where access was attempted
- If the site was blocked by the system
- Web pages visited and their content,
- File names for files which have been accessed and/or downloaded,
- The identity of the computer on the network and the date and time.

All monitoring information / logs will be kept in line with DCC policy

Any excessive or inappropriate use may be addressed with reference to this Acceptable Use Policy. Age appropriate Pupil Acceptable Use documents are available on the website at: www.derbyshire.gov.uk/learningfromhome so that parents / carers can talk through the expectations with the young people in their care.

Loan of laptops - DfE Covid 19 Scheme

Agreement Statements

1. I understand that by signing this agreement I confirm receipt of the device (serial number as listed at the top of this document) and recognise that the loaned device remains the property of DCC.
2. I accept responsibility for ensuring the device is not deliberately damaged, sold, passed on to any other person or defaced in any way.
3. I confirm that the device will remain in the possession of the person to whom it was originally loaned and named above.
4. I confirm that I have read the online safety information and discussed this Acceptable Use Agreement in age appropriate language with my child.
5. I understand the importance of the safe use of technology and the internet and I have helped my child to understand how their device should be used and cared for.
6. I understand that activity on the systems will be monitored and that I will be contacted if there are any concerns about any possible breaches of the Acceptable Use Agreement.
7. I understand that Derbyshire County Council is not ultimately responsible for the nature and content of materials accessed via the loaned device and that I am responsible for supervising my child's use of the device.
8. I will encourage my child to adopt safe use of the internet and digital technologies at home and will report concerns over my child's online safety to either the school or social worker.
9. I understand that access to school systems is provided or withdrawn by the school and it is not the responsibility of Derbyshire County Council to enable this.
10. I will report any damage, defects or issues with the device to the Head teacher / DCC ensuring no third party upgrades, repairs, or attempts to repair, the device.
11. I understand that recalled devices must be returned promptly to Derbyshire County Council in full working condition, unless a fault report has already been made.
12. I understand that where there is evidence that the device has not been used in accordance with the Acceptable Use Agreement, a charge may be made for its repair or replacement."
13. I understand that user accounts and any data stored on the device will be securely deleted after the loan period has ended.

Named adult _____

Relationship to pupil _____
(Parent/carer/guardian/social worker)

Signed _____

Date: _____

Pupil Name _____

Signed _____

(ONLY if deemed able to understand this agreement and **in addition** to parent/carer)

Date: _____