

Chromebook Loan Agreement

Heath Lane Academy

1. Ownership and Responsibility

- The Chromebook remains the property of Heath Lane Academy at all times.
- The device may be recalled by the Academy at any time, without prior notice or explanation.
- The device is issued to a named pupil and must only be used by that pupil. Sharing the device is not permitted.
- The Chromebook must be returned immediately upon request, at the end of the loan period, or when the pupil leaves the Academy.

2. Usage Guidelines

- The Chromebook must be used in accordance with Heath Lane Academy's Acceptable Use Policy (AUP) and Online Safety Policy.
- The device is intended for educational use only. Personal or recreational use is discouraged and may be subject to monitoring.
- No unauthorised software, extensions, or applications may be installed.
- Pupils must not attempt to remove or bypass security settings, filters, or device management systems (e.g. using VPNs or developer mode).
- It is the pupil's responsibility to ensure the device is charged and ready for use during the school day.

3. Security and Data Protection

- Pupil login credentials must be kept secure and must not be shared with others.
- Internet usage on the Chromebook may be monitored or filtered by the Academy, both on and off school premises.
- Pupils must not store any personal, sensitive, or confidential data on the device unless specifically advised to do so by staff and with appropriate protection.
- When not in use, the Chromebook must be stored in a safe and secure location.

4. Loss, Damage and Care

- Pupils are expected to take reasonable care of the device and avoid behaviour that could lead to loss or damage.
- Any damage, loss or theft must be reported to the Academy immediately. If the device is stolen outside of school, it must also be reported to the police, and a crime reference number provided.
- Pupils must not attempt to repair, open, or modify the device in any way.
- The Academy reserves the right to seek reimbursement for repair or replacement costs if damage or loss results from negligence or failure to take proper care.

5. Deposit and Charges

- A £50 deposit has been collected from most parents/carers. This deposit will be held by the Academy for the duration of the loan.
- The Deposit will be refunded in full following final inspection when the device and accessories are returned in satisfactory condition, typically when the pupil leaves the Academy.
- If damage is caused by negligence or misuse and the cost of repair or replacement exceeds the deposit amount, parents/carers may be required to pay the difference.
- Parents/carers who have not paid the deposit will be liable for the full cost of any repair or replacement caused by negligence, misuse, or failure to return the device and/or accessories.
- No charges will be made for faults due to normal wear and tear or manufacturer defects.

6. Inspection and Return

- The Chromebook may be inspected by Academy staff at any time.
- All equipment issued (including the Chromebook, charger, and protective case) must be returned in good condition when requested, or when the pupil leaves Heath Lane Academy.
- Missing or damaged accessories may incur replacement charges.

7. Parent/Guardian Responsibilities

- I understand that I am responsible for ensuring the safe and appropriate use of the Chromebook at home.
- I agree to support Heath Lane Academy in ensuring my child uses the device in line with the Academy's policies and expectations.
- I acknowledge the deposit arrangements and accept financial responsibility for any repair or replacement charges, as outlined above.

8. Agreement

- By signing the Loan Agreement, you confirm that you have read and understood the terms of this Chromebook Loan Agreement and agree to comply with all conditions set out above.