

Home Use Agreement (For 1:1 Devices provided to children in Years 3-6)

The principles outlined in this Banstead Prep Home Use agreement covers what Banstead Prep will do, what we will ask you as a parent/carer to do, and what your child will be required to do, for safe and secure use of school devices at home.

Please read this agreement with your child and return it to us signed by you and your child to help us work together for successful use of school devices.

Safety arrangements

The children's safety and wellbeing are our highest priority. To deter theft and to encourage careful care of the iPad, we have installed some security features and work closely with local Police for crime prevention. Devices reported as lost or stolen will be locked by school to make them unusable and tracked so they can be recovered.

Banstead Prep will:

- ☐ provide an iPad in a case, with charging lead and plug, to your child
- ☐ make sure that the device is working and that repairs are dealt with as quickly and effectively as possible
- ☐ provide technical support for use of the device in school and where possible, when it is used away from school
- ☐ protect the iPad against viruses
- ☐ apply web filtering and monitoring software when connected to the internet in school
- ☐ block access to the most harmful / inappropriate websites when using at home
- ☐ give students and parents / carers a detailed introduction to using the device and how to care for the device and the software
- ☐ provide ongoing technical support and maintenance when required if the device is used correctly within these terms and conditions

As Parents/Carers we will:

- ☐ ensure that our child cares for their iPad when working at home and does not take it out of the case at any time
- ☐ make sure the iPad is fully charged, and our child brings it to school every school day
- ☐ support our child in remembering to leave the iPad on charge, overnight, in a communal space (not their bedroom)
- ☐ monitor iPad use at home to ensure the device is used appropriately.
- ☐ read the iCare Terms and Conditions
- ☐ ensure that the iPad is maintained in good condition understanding that if there is a negligent loss or damage that cannot be repaired that we may be liable for the full repair or replacement cost

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Next review: August 2027

- ☐ report any faults with the iPad or installed software promptly
- ☐ make sure the iPad is not used for any illegal and/or anti-social purpose, including access to inappropriate internet sites, or social networks
- ☐ if you intend to take the iPad to an overseas destination, please consult with the school first
- ☐ report any loss or damage (including accidental loss or damage) promptly to the I.T. Service Desk
- ☐ report any theft or loss (as applicable) to the Police immediately and get a crime reference number and pass on to school
- ☐ ensure that the iPad is returned when the student leaves the school for whatever reason, or at any other time upon the request of a member of school staff

As a Student I will:

- ☐ look after my iPad and charger very carefully
- ☐ always keep my iPad in the case that was provided to me
- ☐ make sure that my iPad is not replaced with any other iPad
- ☐ charge my iPad overnight in a communal space at home (not in my bedroom)
- ☐ make sure the battery is sufficiently charged at the beginning of each school day
- ☐ always carry it to and from school in a bag and especially make sure that it is kept in a bag and out of sight on public transport
- ☐ take care when it is transported that it is as safe as possible (e.g. cannot be seen in a vehicle; not left unattended on a bus etc.)
- ☐ make sure my iPad is not damaged by careless or deliberate actions, including anyone messing or playing around with it and using it for things it wasn't meant to be used for
- ☐ if I think there is a problem with my device, I will let my teacher know
- ☐ not write on, decorate or customise the outside of the iPad, its case, etc.
- ☐ not leave the iPad unattended at any time unless secure either in school or at home

Please now use the link in the letter to complete a digital confirmation that you have read and agreed to this Home Use Agreement