Ashford School Equipment Loan Form

Loan Agreement

Item: Microsoft Laptop SE and charger

Model: N4120 / 8GB model

Item: Protective Sleeve/case

In consideration of Ashford School permitting my use of the above-described equipment and/or software at school or off school grounds, and intending to be legally bound, I agree to the following:

• I acknowledge receipt of the above-named hardware on enrolment to the school.

• I agree to take the necessary precautions to ensure the continued working condition and security of the above-mentioned hardware. In the event of damage/malfunction, I will report this to the ICT Office and my tutor as soon as possible to get the device repaired.

• If the above-mentioned hardware is lost, stolen, or vandalized on or off school grounds, I will notify ICT department and my tutor as soon as possible.

• The above-mentioned hardware is provided with a protective sleeve and should be always transported and kept in the sleeve when not in use, and not be replaced unless authorised by the school/ICT department.

• The Microsoft device is suitably covered if the device is broken, the cover is for accidental damage and theft. However, if it is broken too many times or if it is deemed to not be accidental or not suitably looked after and always left in a safe place, the student may be charged the full or part replacement cost.

• The above-mentioned hardware should not be defaced in any way. This includes but not limited to applying stickers or graffitiing on the device

• I agree to return the above-mentioned hardware, complete, as listed above, and in working order:

* upon request of the school
* upon termination of studies with Ashford school
* or upon enacting any leave of absence for more than 30 days

• I agree to abide by all applicable laws and the school Computer Use Policy. I understand that I may not load any software onto my device not legally licensed or that would be harmful to the device. I understand that MDM software (mobile device management) and content filtering software may also be installed, and I am monitored by it and the ICT department and designated safeguard leads and I will not tamper with, or modify, that device.

Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_