



Document	TDET TRANSFORM Home Use Agreement
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Relevant to	All TDET Staff involved within the TDET Transform project
Version	1.0

Home Use Agreement & Terms and Conditions

1. Introduction

- 1.1. We are delighted to introduce you to TDET Transform an ambitious, long term project that aims to transform the way that we look at learning across our Trust. It is about transforming the way we work, learn and even think across the Trust, through the provision of iPads on a 1:1 basis to our children and staff.
- 1.2. This document with the accompanying Terms & Conditions invites you to commit to the principles outlined in this TDET Transform Home Use agreement covering areas including that Thomas Deacon Education Trust (TDET) will do, what we are asking you as a parent/carer to do, and what your child will be required to do.
- 1.3. When you have read this document, we invite you and your child to sign the agreement and return it to us. This will help to ensure that we are all working together to achieve success.

2. Safety arrangements

- 2.1. Our pupils' safety and wellbeing are our highest priority. To deter theft and to encourage careful care of the iPad we have installed a couple of security features and are working closely with local Police on crime prevention.
 - 2.1.1. Devices reported as lost or stolen will be locked by TDET to make them unusable
 - 2.1.2. Devices reported as lost or stolen will be tracked so they can be recovered

3. We will...

- 3.1. Provide an iPad in a rugged case, with charging lead and plug, to your child.
- 3.2. Make sure that the device is working and that repairs are dealt with as quickly and effectively as possible.
- 3.3. Provide technical support to aid in the use of the device in the academy and where possible, when it is used away from the academy.
- 3.4. Ensure that the iPad is protected against viruses.
- 3.5. Apply the web filtering and monitoring software when on the internet in school.
- 3.6. Set the iPad to block access to the most harmful / inappropriate websites whilst in use at home.
- 3.7. Give parents/carers and students a detailed introduction to using the TDET ICT system and how to care for the device and the software.
- 3.8. Provide ongoing technical support and maintenance when required if the device is used correctly within these terms and conditions.

4. You as Parents / Carers will...

- 4.1. Ensure that my child cares for their iPad when working at home and will not take it out of the rugged case at any time.
- 4.2. Report any loss or damage (including accidental loss or damage) promptly to the TDET ICT Service Desk.
- 4.3. Report any theft to the Police immediately and get a crime reference number that will be passed on to TDET staff.
- 4.4. Report any faults with the iPad or installed software promptly.
- 4.5. Ensure that the iPad and all other ancillary items including the original apple packaging is returned when the student leaves the academy for whatever reason, or at any other time upon the request of a member of academy staff.
- 4.6. Make sure the iPad is not used for any illegal and/or anti-social purpose, including access to inappropriate internet sites, or social networks.
- 4.7. Make sure that the terms and conditions for use of social media apps are adhered to.
- 4.8. Make sure the iPad is fully charged, and my child brings it to the Academy every school day.

- 4.9. Ensure that the iPad is maintained in good condition and we agree that if there is a negligent loss or damage that cannot be repaired that we will attempt to recover cost for the replacement of the iPad.

5. As a student I will...

- 5.1. Look after my iPad very carefully at all times.
- 5.2. Keep my iPad in the rugged case that was issued to me at all times.
- 5.3. Make sure that my iPad is not switched with any other iPad.
- 5.4. Make sure the battery is 100% charged at the beginning of each academy day.
- 5.5. Always carry it around in a school bag and especially make sure that it is kept in a bag and out of sight on public transport.
- 5.6. 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.)
- 5.7. 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.
- 5.8. Always keep my iPad safe from viruses.
- 5.9. If I think there is a virus on my device, I will report the matter promptly to my teacher.
- 5.10. Not write on, decorate or customise the outside of the iPad, its case, etc, and will not allow it to be subject to graffiti.
- 5.11. Not leave the iPad unattended at any time unless secure either in the academy or at home.

6. Terms and Conditions

- 6.1. All TDET Transform Project participants must sign a User Agreement. This provides guidance on E-Safety and expected behaviours when using learning technologies. A copy of the age-related User Agreements that your child must sign can be found on the Transform area within the TDET internet site.
- 6.2. For parents/carers of students who are unable to acknowledge receipt of the device themselves a User Agreement exists that they are required to sign on your child's behalf.
- 6.3. All items of equipment issued including hardware and software remain the property of TDET, these may be reclaimed at any time.
- 6.4. Use is conditional based on this Home School Agreement and the relevant User Agreement having been signed.
- 6.5. Use is conditional upon the authorised user complying with TDET E-Safety Policy and the Acceptable Use of Technology Policies.
- 6.6. TDET will not be liable for the loss of data and/or personal information contained on the device issued.
- 6.7. All software will be installed and licensed by TDET. Only authorised Apps can be installed through the 'TDET Self Service App Store.'
- 6.8. Any unlicensed software will be removed.
- 6.9. TDET IT Services will monitor the use of the device at any time. Further details about this monitoring and its purpose can be found within the Transform area on the TDET www site.

7. FAQ section.

- 7.1. Antivirus software will be automatically updated.
- 7.2. TDET ICT Services will provide maintenance and fault repairs once reported. The user (Staff Member / Parent / Carer / Student) must not attempt any physical repair or maintenance of the device themselves including arranging for repair by a third party. Any repairs undertaken other than those instructed directly by TDET will automatically result in the Staff Member / Parent / Carer being liable for the full replacement of cost of the device.
- 7.3. Connection to the internet is filtered and monitored by TDET. However, as with all filtering, this may not stop all forms of access to inappropriate content and therefore parents/carers should take the

necessary steps to monitor safe access to the internet when the device is used away from the academy although filtering of access to the most inappropriate websites will be in place.

- 7.4. TDET does not take any responsibility for the viewing or interaction of inappropriate sites or material from the device when away from the academy.
- 7.5. TDET is not liable for any damages or costs arising from use of the internet.
- 7.6. The device should be re-charged at home overnight and the battery at 100% charge prior to each school day. TDET does not accept responsibility for any electricity costs associated with charging the device.
- 7.7. TDET will not replace the device if it is damaged through misuse, or lost and will attempt to recover the full cost of the iPad.
- 7.8. Should the device be reported as lost or stolen the device will not be able to be used by anybody as the TDET monitoring and safeguarding process will disable the device.
- 7.9. TDET will investigate any reported theft of a device and requires a Police Crime Number. Where circumstances permit a replacement device, this would be issued.
- 7.10. Surrender of an TDET Transform Project device to the Police to aid in the detection or prevention of a crime will be undertaken by the academy on presentation of the correct disclosure paperwork from the Police.
- 7.11. The device will be used at both the academy and at home. Any student who fails to follow reasonable instruction will have the device removed, either temporarily or permanently.

Please sign and return the below form to the academy as soon as possible.

STUDENT'S AGREEMENT	
I agree to follow these rules in my use of the device that TDET is providing	
NAME:	
CLASS:	
SIGNED:	
DATE:	
PARENT/ CARER'S AGREEMENT	
I agree to my child having the use of the device on these terms	
SIGNED	
DATE	
IPAD DETAILS	
SERIAL NUMBER	

CASE ISSUED	YES / NO
CHARGING LEAD	YES / NO