

**HIGHFIELDS SCHOOL**

**PARENT/CARER HP STREAM LAPTOP AGREEMENT**

Supporting your child’s learning:

This two-year agreement is to support the school’s lease of a HP Stream laptop for exclusive, personal use by your child.

**1)** **Ownership**

* The laptop will be leased to Highfields School and must be returned after three years or until your child leaves the school
* The laptop will come with a charger which must also be returned at the end of the contract
* The laptop will be given to your child loaded with operating systems and associated software necessary for school activities
* Each laptop will have a unique number and invisible security markings

**2)** **Usage**

* The laptop must be used in accordance with the school protocols (see Website for Acceptable Use policy)
* Your child must agree to and sign the ‘Student HP Stream Laptop Agreement’
* The laptop is for the sole use by your child
* The laptop can be taken home for use by your child during term time and holidays
* 100 free printer credits per term will be allocated to your child

**3)** **Maintenance**

* The school is responsible for the maintenance of the laptop including any software and hardware repairs or updates
* Your child will be expected to charge the laptop at home every day ready for school lessons and keep it clean and graffiti free

**4)** **Lost, stolen and/or broken**

* There is a two year accidental damage insurance cover with this device
* You will be expected to contribute to the cost of repairs or replacement if the laptop is lost, stolen, defaced or broken beyond the scope of the insurance or warranty

Please read this agreement carefully and sign below. When you sign this agreement you are committing yourself to financially supporting this scheme.

Name and form of student

Name of Parent/Carer

Signature of Parent/Carer



**HIGHFIELDS SCHOOL**

**STUDENT HP STREAM LAPTOP AGREEMENT**

1. I understand that I must accept full responsibility for the laptop and take good care of it at all times. I will not deface or customise the laptop.
2. I will charge my laptop fully at home ready for the start of each school day.
3. I will have my laptop with me at the start of every lesson.
4. I will log on and check my school email by the end of tutor period each day.
5. I will shut down my laptop at the end of Period 6 unless I am planning to stay in school to work.
6. When moving aroundthe school I will keep my laptop in the protective case.
7. I will only use the operating system and software provided by the school.
8. I will put the laptop in a suitable protective case (not just school bag) for the journeys to and from school.
9. I will follow the school’s Acceptable Use Policy at all times including when working at home. A copy is on the school website in the Policies section.
10. I am aware that I have a responsibility to report any faults or damage to ICT Services and to take equally good care of any loan device.

Name and form of student

Signature of student

Dated