



Tablet Loan Agreement

This document sets out the conditions that govern The British School of Beijing, Shunyi's one-to-one, tablet programme, specifying the responsibilities entered into by the school, the student, and the parents. This document is required to be read and signed by both the student and one of the parents or guardians, before the handover of the tablet.

Student Full Name:	Class:
	Make & Model:
Asset ID: BSY- 0	Device Value:
Damages on Handover if any:	

General Conditions

- The tablet is provided on loan to the student, and shall remain the property of the school
- The tablet is provided as a resource to enhance teaching and learning, and is to be used for no other purpose other than for approved school related activities, educational and / or research purposes
- The tablet shall be returned to the school in the event the student leaves the school. The tablet shall also be returned at any moment the school requires, which might include vacation time, typically to perform upgrades and maintenance of the tablet

The school will...

- provide the tablet in perfect working condition
- provide opportunities for the use of the tablet whenever it is deemed purposeful, and it will help to improve teaching and learning
- provide a safe network structure and access to Internet that enables the comprehensive use of the tablet
- provide sufficient and adequate training on the use of the tablet, including health and safety precautions and explanation of the Acceptable Usage Policy
- cover the cost of any repairs or software malfunction derived exclusively from manufacturing or inherent software problems. The school will also cover the first instance where repairs or replacement derived from accidents is required. The school will not cover any additional accidents, damage occurred from misuse or any loss
- fix the tablet whenever any damages occur or problems with the software arise and attempt to provide a replacement tablet if a spare tablet is available and the repair is extended over a considerable period of time
- take disciplinary action for any misuse of the tablet or non-compliance with the school's Acceptable Usage Policy, including the removal of any material deemed inappropriate whilst reporting this to the parent
- treat damage / loss / theft cases on a case-by-case basis

The student will...

- have the opportunity to take the tablet home during the last weekend of the month in Year 3, and each weekend in Year 4 - 6
- take responsibility for the care and safety of the tablet. This includes, but is not limited by:
 - not eating and / or drinking near the tablet
 - not inserting foreign objects (paperclips, pens, etc.) into the ports (openings) of the tablet
 - ensuring there are no foreign objects on top of the screen
 - removing the tablet from its protective cover
 - leaving the tablet unattended anywhere, anytime, unless in the safety of the school
- read and accept the school's Acceptable Usage Policy
- only install software through the parental approved Apple ID account
- not use the tablet to download any files, unless approved by the school



- use the tablet for school / educational activities only
- immediately report any damage to the hardware or disruption of the software
- make the tablet available for regular random checks to monitor the usage and compliance with approved standards
- ensure the tablet is available to be used each day in school, with the battery fully charged
- be responsible for all data and regularly back up important files
- return the tablet in the same condition it was received

The parent will...

- use their own Apple ID, ideally within a Family Sharing setup, to download / pay for the apps needed for educational purposes up to the value of **US\$50-per-academic-year** and ensure these are installed as soon as possible after the teacher’s notification. Help can be provided on request in relation to account setup should this be required
- frequently check that only allowed apps and media/images are downloaded or stored in the device
- turn off iCloud photo library sync on the school device
- remove screen passcode and any Apple ID before the device is handed back to school
- take financial responsibility for any damage derived from accidents / misuse of the tablet, after the first scenario of damage, wherever they may occur; accepting the costing provided by the school, in the understanding that the school will seek to repair the tablet in the most cost effective and timely manner possible.
- take financial responsibility for the loss / theft of the tablet outside of school, if Find My iPad fails to locate the device, reimbursing the school for the replacement cost of the tablet. Failure to return the tablet upon leaving the school will result in the replacement cost of the tablet being reflected in pending fees and deposit refunds
- return the tablet to school at the end of each academic, with the Apple ID signed out for it to be reset. All data will be erased at this point.
- have the option to reimburse the school for the replacement cost of the tablet, if the repair cost of a damaged tablet exceeds the replacement cost
- read and accept the school’s Acceptable Usage Policy, including monitoring the tablet for educational use only and agreeing to remove any digital item that may identify a 3rd party without their permission from the device / Cloud storage
- monitor the use of the tablet outside school to, not only ensure its safety and care, but also that it is being used for educational / research purposes only, within stated school policy including the removal of any material deemed inappropriate whilst reporting this to the school
- ensure the software within the computer is regularly updated as prompted by the device
- on exception and by request of appointment to the Primary Computing Leader, arrange the option of their child bringing their own iPad to school taking full responsibility for its use in and out of school, adhering to all of the above including the Acceptable Usage Policy and managing the restriction of non-educational games via Screen Time. The school accepts no responsibility for the personal device in this case.

By signing below, both the parent and the student accept the conditions and responsibilities stipulated in this document and confirm the tablet has been received in the conditions stipulated above.

Parent or Guardian Signature:

Student Signature:

Date:

Date:

Mr Rugera Wanjara

Primary Computing Leader _____

Date: _____