



**STUDENT  
MOBILE DEVICE  
LOAN  
AGREEMENT**



RGS



# STUDENT MOBILE DEVICE LOAN AGREEMENT

## Newcastle upon Tyne Royal Grammar School

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This should be read in conjunction with the Student Acceptable Use Policy information that is found in the Student Hub and covers the appropriate and acceptable use of all types of devices that you may bring into school including the use of school issued devices.

We are giving our students access to a loaned Surface Pro device as we believe that it is a critical tool that will enhance many aspects of your education and school experience. We recognise that there are also potential risks in giving our students this technology, and so we have a duty to safeguard you and to ensure you use this safely and positively.

Please read the below points carefully and then sign the online form to confirm you understand and will adhere to the terms of the loan agreement.

### RESPONSIBILITIES OF USE

#### THE DEVICE

A Surface Pro Device, Type Cover, Surface Pen, Surface Charger and Urban Armour Gear Case will be issued to each student. Each student will be expected to look after and care for the equipment and return **all the above the equipment in full working order at the end of the loan period or when asked to do so.**

The issued Surface Pro remains the property of RGS and is only for the use of the RGS student it is issued to, not any other member of family or friends. IDT admin can detect if another user has logged onto the device.

The laptop is given to students for a specified period of time, and should be returned promptly to IDT services at the end of this period. The device could be recalled and replaced at any time if required.

The laptop must only be used for school related work, it is not for personal use, not for games/gaming or social media.

The user must allow all equipment, including material stored electronically on it, to be inspected by the IDT Department on request.

RGS IDT Department have full administrative control of the device. The user must not attempt to load programs, copy, remove, reconfigure software or change settings on the laptop.

You are expected to take excellent care of the device at all times. Any inappropriate use or damage to the device could result in a behaviour sanction and a financial excess cost.

#### ACCESSORIES

The **Surface Pens** are small and must be stored as instructed when the device was issued. Students are responsible for replacing batteries and nibs (if required). All pens take AAAA batteries.

Students must take good care of the **Type Cover Keyboard** issued to them, any damage by liquid, paint or other substances and any keys that have been removed will result in a **full charge** for a new keyboard.

**No Third Party chargers** (Not an official Microsoft Surface Charger) can be used to charge your surface, it will damage the machine and poses a potential risk to the user. Any damage from a third party charger will invalid our warranty and insurance. Users may be subject to the full cost of the device and accessory.



All details about accessory charges and information about taking best care of your device can be found in the student hub.

### Estimated Cost of Replacement equipment

Accessory	Charge (subject to change)
Replacement Pen	£30
Keyboard	£95
Charger	£60

### SENSO CLASSROOM MANAGEMENT

All school owned devices will be using Classroom Monitoring and Safeguarding software called Senso.cloud. Your screen activities can be viewed by teaching staff during lesson time. Teaching staff will have the ability to record or take screen shots of any misuse of the device during lesson time.

Teaching staff only have access to the classroom management software during term time, between 8am to 4pm Monday to Friday. Automatic safeguarding monitoring and misuse of the internet will occur periodically during the day and any activity that occurs after 4pm will be picked up the next morning by the appropriate member of teaching staff.

### STORING AND TRANSPORT

All devices must be stored in your locker when you are not in lessons. Devices are **not** to be left on bag racks, outside, in corridors on the floor or in classrooms during lunch/break times.

Take care when travelling to and from school and moving around the school site. Making sure the device is not subject to careless or malicious damage.

Each pupil must bring an appropriate bag to school that will have space to store the Surface Pro securely.

The Surface Pro must be kept in the protected case provided at all times. **Pupils are not to put the device in their own case.**

The device must not be left unattended at any time when travelling. If this is unavoidable and the laptop has to be left in a car then it must be either

- i) in the locked boot of a saloon car; or
- ii) concealed under the rear parcel shelf of a locked hatchback car; or
- iii) concealed in the spare wheel or other closed compartment of a locked estate car;

The laptop should never be in the possession of anyone else except the student to whom the loan is made, or their parents, for any reason.

### DAMAGE, LOSS OR THEFT

If your laptop is stolen, you must immediately report it to the police and get a crime reference number. You must inform a member of the IDT Team immediately ([it.support@rqs.newcastle.sch.uk](mailto:it.support@rqs.newcastle.sch.uk)). If this is not done the device will be counted as lost and **the user could be subject to be charged for the full cost** of the lost device and/or accessories.

If you lose the device, or any other accessories you have been issued, you must report this immediately to a member of the IDT team. You may incur a charge for the loss of the Surface Charger, Surface Pen and Surface Case. Our insurance does not cover loss of any of the items that have been lent to students and the user could be subject to be charged for the full cost of the lost device and/or accessories.

You must report any faults or damage to the RGS laptop to a member of the IDT department immediately and bring the device to the IDT Service office for repair.



All devices are insured for accidental damage and theft. There will also be a procedure to arrange for a replacement device, which will be administered at school through the IDT department. **An excess of £50 will be charged for the first claim and then £150 for subsequent claims, however, each incident will be considered individually.**

If your device fails or breaks either at home or in school, bring it to the IDT department at the beginning of the day. Or email [it.support@rgs.newcastle.sch.uk](mailto:it.support@rgs.newcastle.sch.uk) with your query. If the device fails during a lesson, inform your teacher or bring the device to the IDT department if appropriate.

If you do not have a device for the above reasons or it cannot be fixed, a new device will be issued to you from the IDT Office so that your learning is not impacted.

Any student leaving the school must return their device and all accessories when asked to do so or could incur a charge for the device and all accessories.

## **OTHER INFORMATION**

### **Charging**

It is the individual student's responsibility to bring a **fully charged device** to school each morning. Remember to bring your charger to school, there will be opportunities to charge your device during the day if needed. For students in Year 12 there are charging points around the sixth form centre and in the study desks upstairs. For students in the senior school, there will be a limited number of charging lockers that you can access during the day. Instructions about the use of these will be provided when you are issued with your device.

Not having a device that is fully charged will interrupt your learning that day. There will be no replacement devices lent to students for lack of charge.

### **Forgetting your device**

You are responsible for remembering to bring your device, including all accessories to school each day. **No replacement device will be lent to students if they forget to bring it to school.** Form Supervisors will be checking that each pupil has the appropriate equipment during registration each morning.