



Chromebook Loan Form & AUP

Chromebook Asset Number: (Admin purposes only)

Name: (Block capital letters)

	Staff		Student
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By signing below I acknowledge receipt of the following hardware:

✓	1 x Chromebook
✓	1 x Chromebook charging cable
✓	1 x Chromebook storage bag

Whilst the Chromebook is in your care the following should be noted:

- The Chromebook has been provided for the named person(s) use only. Therefore, the named person(s) are accountable for the actions/operations made while in their care. The school AUP applied whether the Chromebook is used in school or at home.
- The Chromebook has been security marked and location-based tracking has been enabled. It is the responsibility of the user to ensure the hardware devices are protected from theft and physical damage using reasonable precautions.
- Chromebooks should never be left unattended while travelling or in an unlocked vehicle.
- Students and staff must bring their Chromebook into school every day, and ensure that it has sufficient battery.
- No alterations, upgrades or modifications should be made to hardware and software purchased by the school. Stickers and security marking should not be removed or added.
- You should advise Biddenham's IT Services (helpdesk@mybiddenham.com) of any faults immediately so that any necessary repairs can be undertaken. Do not attempt to fix suspected hardware faults yourself or use outside services. More information: <http://goo.gl/B5pgK0>.
- You acknowledge that the Chromebook may be asked to be returned at any time and failure to do so will result in a charge for replacement.

By signing below, I agree to the following terms:

- I (named person at the top of this form) understand and agree that any hardware equipment and software programs provided to me remain the property of Biddenham School.
- I agree to abide by Biddenham School's ICT Acceptable Use Policy, copies of which are available on the school website.
- I understand I am not to modify, alter or upgrade any hardware or software programs provided to me by the school without consultation with IT Support.
- I agree that, if I leave I must return the hardware equipment and software programs provided by the school.
- I understand I must make all reasonable efforts to protect the school equipment from theft and physical damage and abide by AUP (Acceptable Usage Policy) that I have already signed to use Digital Technology at the school.

Student loans must be signed by a parent/carer before being issued.

Student/Teacher

Print Name:		Signature:		Date:	/ /
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Parent/Carer

Print Name:		Signature:		Date:	/ /
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