

Coill Dubh N.S.
Coill Dubh
Naas
Co. Kildare
Phone: (045) 860023
Fax: (045) 860023
e-mail: office@coilldubhns.ie
www.coilldubhns.ie



S.N. Coill Dubh
Coill Dubh
Nás na Ríogh
Co. Chill Dara
Guthán: (045) 860023
Fax: (045) 860023
r-phoist: office@coilldubhns.ie
www.coilldubhns.ie

Laptop Tablet Loan agreement

Date:

Student's Name:

Class:

Laptop ___ Tablet ___

A school laptop/tablet is being loaned to the Borrower for academic purposes only.

It is the borrower's responsibility to care for the equipment and ensure it is maintained in a safe environment. The device is insured against theft or accidentally damaged. If there is an insurance claim on the laptop, the student and/or parent are responsible for paying the deductible, which is €125. If the device is lost, stolen or damaged, parents/guardians/students should immediately inform the school by email. (office@coilldubhns.ie)

The device and all associated accessories remain the property of Coill Dubh N.S. and is being loaned to the student for educational purposes only for the academic school year.

Students may not deface or destroy this property in any way.

Any breach of the school's Internet Acceptable Use Policy, GDPR Policy or Code of Discipline while using the device may result in the student losing their right to use this device.

Any included software may be used only in accordance with the applicable license and it is the Borrower's responsibility to be familiar with and to comply with the provisions of such license.

The Borrower may not install or utilise any software in connection with Borrower's use of the device other than software owned by the school and made available to Borrower in accordance with this receipt and agreement. The Borrower agrees not to make any unauthorized use of or modifications of such software.

The Borrower acknowledges their responsibility to protect and safeguard the school's property and to return the same in good condition and repair on the last day of the Academic Year.

Parent's Signature _____ Date: _____

Staff Signature _____ Date: _____

Summary Student Responsibilities

Your device is an important learning tool and is for educational purposes only. In order to borrow this device, you must be willing to accept the following responsibilities:

- I know this device is on loan to me. All school rules and the Internet acceptable Use Policy must be followed. I understand that any violation could result in loss of the device for my use.
- I will treat the device with care and will be responsible in using the device.
- I will not loan the device to others, it will stay in my possession at all times.
- I will not load or delete any software from the laptop and I will comply with all copyright laws.
- I will not give personal information when using the Internet.
- I will not attempt to make any repairs to the laptop.

Parent Responsibilities

Your child has been issued a laptop/ tablet to improve their access to the schools online teaching platforms. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

- I will discuss school policies and expectations regarding the use of the Internet and will supervise my child's use of the device at home.
- I will not attempt to make any repairs to the device.
- I will report to the school any problems with the device.
- I will not load or delete any software from the device and I will comply with all copyright laws.
- I will ensure the device is returned to the school on the last day of the Academic Year.
- I am responsible for paying the €125 deductible should the device be damaged beyond repair.

Tips for Taking Care of IT Equipment

The following are some 'top tips' when using Assistive Technology in the home:

1. Give your child a specific place at home for keeping the assistive devices. A shelf or drawer in the bedroom or in the kitchen might be specifically for storing the equipment.
2. Always use the equipment on a flat, clean surface.
3. Teach your child how to care for the equipment. If the equipment needs to be charged each night, supervise your child re-charging it.
4. Keep liquids and food away from the equipment.

5. Keep the antivirus software up to date on any laptops.
6. Do not allow family pets anywhere near the equipment.
7. Always have clean hands when using your equipment.
8. Protect the display monitor on all equipment.
9. Hold and lift the equipment by its base, not by the screen, particularly laptops.
10. Be mindful of power cords and cables. Ensure they are securely plugged in and that no person in the home is at risk of tripping over a cable. Also, if your chair is on wheels, please ensure that the chair does not roll over any cable.
11. Ensure that you plug other devices into their proper slots e.g. printer.
12. Do not leave equipment in a car.
13. Do not place any heavy materials, such as books, on top of the assistive technology
14. Do not use the equipment on a bed (e.g. laptops) in case of over-heating, which would be a fire hazard

It is also important to note that:

1. Parents must take responsibility for internet safety when the child is using assistive technology at home.
2. The student should solely use the technology. No other individuals in the home should have cause to use it.