

West Exmoor Federation



Home-School ICT Lending Agreement

April 2026

West Exmoor Federation

Home/School ICT Lending Agreement

The West Exmoor Federation (the Federation) is lending a computer (the Device) for the benefit of your child (the Borrower) in supporting and developing their education. With this computer your child will be able to build on and enhance their skills, knowledge and understanding. The device issued will be a Lenovo Chromebook.

This loan agreement exists between the federation and you as parent(s) of the borrower. Please ensure you explain the terms of this agreement to your child.

You agree to be fully responsible for any costs associated with accidental damage or loss or theft of the device. The federation reserves the right to require you to pay for any damage to or loss / theft of the device. Any necessary repairs will be carried out by Cosmic Support Services under the instruction of the federation. In order to protect the device the borrower must always transport the device in the federation supplied protective case.

Replacement parts must be purchased from the federation and not third-party providers. Any costs will be added to School Money.

- A Chromebook repair is currently £75 excluding VAT. This is subsidised by the federation, it is subject to change and may vary based on the incident.
- A replacement device is currently £300.00 excluding VAT.
- A replacement protective case is currently £20 excluding VAT.
- A replacement power supply is currently £30 excluding VAT.

*Prices are indicative and accurate at date 19/04/26 and are subject to change

You confirm that you understand that the device should not be left unattended or unsecured e.g., the device being left within a vehicle.

The federation will seek to repair faults developed through no fault of yourself or your child as quickly as possible at no cost to you, for example faults developed because of 'normal wear and tear'.

Your child must only use the device for the purposes of their education and personal study. The device must not be used by anyone other than your child, and it must not be used for commercial use or for purposes not related to your child's personal study.

There may be occasions when we need you to return the device to the federation for upgrades and maintenance or any other reason, when requested the device must be returned promptly. Please note that because of these upgrades/other reasons, it may be necessary to completely remove all information contained on the device. The federation cannot be held responsible for the loss or damage of any data on the device during this process or any other process. It is you and your child's responsibility to ensure that any data has been backed-up and saved to as appropriate.

You and your child agree to comply with the terms set out in this agreement, as well as the Acceptable Use Policy and all other appropriate West Exmoor Federation Policies.

The federation will issue your child with the device, including power supply and protective carry case. All items remain the property of the West Exmoor Federation.

Your child will be expected to return the device and accessories when requested by the federation promptly and in good working condition.

If your child is no longer on roll at the federation, you will be required to return the device and accessories promptly and in good working condition. If the device is not returned promptly you may be charged the full retail cost for replacement.

At no point must you or your child open the computer and make changes to the inner hardware, or install any software other than software which has been allowed by the federation.

All technical support and maintenance must go through the West Exmoor Federation. You must not decorate or change the external face of the equipment provided in any way, including affixing stickers.

Within school, internet access on the device will be through a filtering system which has various levels of access. Any inappropriate use by pupils will be dealt with using our existing policies. Just as with mobile phones, we would strongly encourage parents/carers to establish a level of oversight of the use of this device. Parents/carers are responsible for the usage and monitoring of the Chromebook devices outside of the school day and the federation will not be responsible for any monitoring etc. outside of the school day. You agree that it is your responsibility as a parent/carer to ensure your child is safely using the device. If you prefer, pupils can leave the devices in a secure location at school rather than taking them home.

The federation is not responsible for any losses, damage or costs associated with your child's use of the device, the connectivity of it, including electricity, printer cartridges, paper or any cost occurring from an internet service not provided by the federation.

You agree that you have read and understood the terms and conditions and that you have explained them to your child, and that you wish to borrow the device from the federation on the terms set out.

I, the parent/carer, have read and understand the terms and conditions in the home loan ICT lending agreement. I understand that by breaching the conditions the loan of the computer may be withdrawn by the federation.

Pupil Name:

Parent/Carer's Name & Address:

Signed:

Date: