



Moat Farm Junior School Trust

Employee Equipment Loan Agreement

To borrow information technology equipment -including but not limited to computers, laptop computers, data projectors, cameras -from the school, the employee must read and sign this document, agreeing to the terms as stated:

I understand that this equipment is provided to me for instructional and/or administrative purposes and solely for the completion of my job requirements at Moat Farm Junior School Trust.

I agree to use the equipment in a legal and ethical manner, abiding by all aspects of all local authority and national laws. I understand that downloading and sharing unlicensed audio and video content violates copyright laws and is prohibited.

I understand that I may not install personal software, change system settings, or tamper with the hardware or existing software.

I agree that I will not leave the laptop unattended at any time, and I will protect it from damage.

I agree to return the equipment to the ICT suite when software installation and/or repairs are necessary.

I agree to return all equipment in working condition upon termination of employment.

I understand that this agreement, which will be kept on file at the school, is binding and enforceable during the entire period in which I have equipment privileges at Moat Farm Junior School Trust

List of equipment:

Equipment Type	Brand Name	Serial Number

Signature:_____

Print Name: _____

Date: _____