****

**<--device\_location-->**

**Welcome to your Coracle Laptop**

*We are delighted to be able to offer you access to a Coracle Laptop to support your studies. Please take the time to read and sign this Technology Compact Declaration so you understand the terms on which the laptop is provided to you. We hope you will feel as excited as we are to be able to provide you with a laptop and trust you will take good care of it so that future students can benefit from the same access to technology to support their learning.*

We know some people are more used to using technology than others. We have tried to make the laptop as easy to use as possible and everyone will be offered a training session upon issue about how to use the device. We want you to get the most out of using the laptop, and we hope you understand that it is a valuable piece of equipment, which we are happy to provide to you for the duration of your studies.

It is your personal responsibility to take care of the device and to prevent it becoming damaged. The laptop has been issued for your exclusive use. It should remain in **your** possession only at all times and it should not be loaned out.

Work can be printed off from the word processor only **(not spreadsheets).** This will be facilitated either by a member of the Coracle team or a nominated member of staff at their convenience. Printing is the only option for you to get a copy of this work.

The laptop is NOT to be used for Legal work or any personal communication, if such work is discovered the loan of the laptop will be withdrawn and all work deleted.

Please do not damage the laptop or tamper with any aspect of it, including the security seals, product identification numbers or the fixing screws. In the event of there being any damage to the equipment, appropriate sanctions and actions will be taken, dependent upon the severity of damage caused. These actions include, but are not limited to, IEP reviews, withdrawal of the laptop, adjudication or reclaiming costs to the value of £525.00 +VAT.

Please be aware that checks will be made to the laptop on a regular basis.

**The laptop remains the property of Coracle and the issuing prison you must hand it back prior to discharge or transfer.**

I, **<--device\_issued\_to-->** have read and understand all the points stated above and can confirm the Laptop is in good working order and I will abide by the compact.

The purpose of the loan is: <--device\_primary\_use-->

Laptop number: <--device\_id-->

Signed: ……………………… Prison Number: <--device\_prison\_number-->

Date: ………………………