Logo, company name

Description automatically generated

**<--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 and spreadsheets. This will be facilitated either by a member of the Coracle team or a nominated member of staff at their convenience.

The laptop is **NOT** to be used for any form of Legal work. If you want to use the laptop to write books or memoirs, this will be subject to approval on the application request. No content about any offences, victims or sexual content of any level is permitted. No factual names in relation to, or linked to any offence is allowed.

Checks will be carried out by the Coracle site support manager and if anything is found that is prohibited as part of the compact, you will be issued with a warning letter, or the laptop may be permanently removed.

Please do not damage the laptop, or tamper with any aspect of it, including the security seals, product identification numbers or the fixing screws. You should also look after the bag and 2 part charging lead. 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. This also applies to bag or 2 part charger for which costs will be recovered to the value of £15.00 per item.

**The laptop, bag and 2 part charger 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\_activity-->

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

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_