



District : _____

School Name : _____

EMIS No : _____

LEARNER ICT DEVICE: User Consent Form

The purpose of this Consent Form is to ensure that the school, parent/s and the learner/s are aware of their Roles & Responsibilities on the General/Appropriate use, Safekeeping and Incident Reporting of an ICT Device.

The Registered Learner/User and Parent/Guardian must complete the Consent Form and return to the School before the ICT Device is handed over to the Registered Learner/User (as per signed-off User Profile & School Asset Register).

The school must, in turn, submit the completed Consent Forms & Asset Registers to the District for record and safekeeping purposes.

Learner Name & Surname: _____

Learner ID: _____

Parent/Guardian Name & Surname: _____

Parent/Guardian ID: _____

Parent/Guardian Contact Details: _____

Physical Home Address: _____

Learner Device Make: _____

Learner Device Model: _____

Learner Device IMEI No.: _____

MPU-DoE Asset Tag No.: _____

School Based ICT Committee Chairperson: _____

APPROPRIATE USE OF AN ICT DEVICE

1. The ICT Device is the property of the school/Mpumalanga Department of Education and shall be produced by the user at any given stage, when required and/or requested.
2. The ICT Device must be switched on, plugged into a reliable power source as to charge the battery, and be used daily for its intended use and purpose.
3. The ICT Device shall ONLY be used for educational purposes, including permitted IT Applications.
4. The ICT Device shall not be used by any other person other than the Registered User/Learner of the device.
5. The ICT Device shall not be used to access unauthorised websites/content/applications.
6. The ICT Device must be returned in good and functional condition at the end of each academic year or when otherwise required and/or requested.
7. The ICT Device shall not be tampered with in any form (MPU-DoE/School Asset Tag, Battery, SIM Card, any Ports/Slots and/or any other Parts/Components, etc.).
8. The ICT Device shall not be used with any other device or connected to other Devices/Accessories that might affect the Performance and/or Warranty of the Device (i.e., projection, storage, viruses, etc.).
9. Eating and drinking are not permitted whilst using the Device.
10. The e-Book Application shall not be tampered with nor deleted.
11. The MPU-DoE School Device and Charger must be checked regularly and kept in good working condition.
12. In an event, where e-Books or Applications are tampered with or deleted, a detailed report must be provided by the Registered Learner/User to the School Principal.

SAFEKEEPING OF AN ICT DEVICE

13. It is important that the Learner/User take care of his/her ICT Device as the Device may be re-allocated to him/her in the next academic year.
14. It is the responsibility of the Registered User/Learner to ensure proper safekeeping of the ICT Device from THEFT, DAMAGE and LOSS.
15. It is a criminal offence to feign THEFT and/or LOSS and/or DAMAGE the ICT Device as this constitutes fraud and is a punishable offence in terms of the Criminal Procedure Act 51 of 1977.
16. In case of a LOST Device and/or there is any evidence of negligence, the Parent/Guardian shall be liable for the repairs and/or replacement of the Device and/or components of the same quality and specification.
17. ICT Devices shall be kept in a SAFE and SECURE place when not in use or during school extra-curricular activities.

REPORTING THEFT / DAMAGE / LOSS OF AN ICT DEVICE

18. All incidents are to be reported to the appointed ICT Administrator at the school immediately when the Learner/User becomes aware of the theft/incident.
19. In case of THEFT, LOSS or DAMAGE **within** the School premises, the **User/Learner** shall report the incident to the local SAPS. The SAPS Case Number shall be given to the School ICT Administrator and the incident will be reported to the District.
20. In case of THEFT, LOSS or DAMAGE **outside** the School premises, the **Parent and Registered User/Learner** shall report the incident to the local SAPS. The SAPS Case Number shall be given to the School ICT Administrator and the incident will be reported to the District.

OWNERSHIP OF THE DEVICE

21. The device remains the property of the Mpumalanga Department of Education and an asset of the school. In the event that a learner leaves the school, it must be returned to the school ICT Administrator and a retrieval form needs to be completed.

NB: Please note that your personal information provided in this form will not be used for any other purpose, except the one intended to.

We / I, the undersigned _____ Parent/Guardian of _____, the Registered User (Learner) of the aforementioned Schools' ICT Device, and hereby confirm that we have read and understand the content of the Consent Form and will abide by the Rules as stipulated herein.

Parent/Guardian

Learner

Grade & Classroom No.:

Date

Date