



## ALP LOANING OUT SCHOOL IT EQUIPMENT PROCEDURE

### 1. Statement of Intent

Ashington Learning Partnership (ALP) is dedicated to providing pupils with the best education possible. We understand the key role technology plays in maximising pupils' access to learning, as well as making lessons more exciting and interesting. We are committed to ensuring pupils have access to the necessary facilities to carry out their work. We believe it is important for pupils to be confident and competent users of equipment and the resources they allow access to.

Pupils and parents are expected to familiarise themselves with these procedures and the Acceptable Use Agreements before loaning/borrowing any equipment. Copies of these will be made available on request.

In this document, the term 'goods and equipment' refers to all ALP property including video and digital cameras, audio equipment, laptops, tables and any other electrical devices.

### 2. Roles and Responsibilities

- 2.1 Overall responsibility for oversight of the equipment and loaning process lies with the Executive Principal (EP) and this has been delegated to the Business Manager (SBM).
- 2.2 The EP and Head of School (HOS) make decisions regarding:
  - The allocation and provision of resources.
  - How the equipment is utilised to benefit the aims and objectives of the school.
- 2.3 The Infrastructure Manager (IM) is responsible for the maintenance and day-to-day running of the equipment and the loans process, as well as:
  - Resolving issues with equipment.
  - Carrying out checks on equipment before and after use.
  - Adjusting access rights and security privileges with the school's IT technician.
  - Monitoring pupils' use of equipment with the IT technician.
  - Reporting any signs of misuse and abuse of equipment to the EP/HOS.
  - Classifying and cataloguing resources, including undertaking a stocktake at least termly.
  - Providing a list of all equipment, its status and whereabouts with the SBM.
  - The safe storage of all equipment not out on loan.
  - Demonstrating how to use equipment before use.
  - Liaising with ICT teachers to maximise pupils' use of the equipment.
  - Assisting the SBM with their investigations if any equipment is lost or stolen.
  - Implementing these procedures with the SBM/EP.
  - Implementing relevant parts of the ALP's ICT Curriculum Policy.
  - Liaising with E-safety Coordinator and DSL as appropriate.

The Admin team will:

- Send letters concerning overdue equipment to parents, teachers and senior management.

### **3. The Loaning Procedure**

- 3.1 This document details potential fines for late returns and damages and is sent to all parents.
- 3.2 By loaning equipment, pupils and parents agree to the terms of use as set out in this procedure.
- 3.3 If the equipment is no longer needed, pupils must notify the IM as early as possible to allow the equipment to be made available to someone else.
- 3.4 Once the request has been reviewed and accepted, pupils and parents are required to undergo training to use the equipment, including learning how to store and handle equipment, and how to undertake any maintenance, e.g. changing batteries.
- 3.5 Pupils require special consideration from the EP/HOS to loan equipment over weekends and school holidays.
- 3.6 Overdue returns incur a penalty fee of £5 per piece of equipment per day overdue – these costs are outlined in the correspondence sent to parents.
- 3.7 When equipment is returned, the IM checks all components and makes sure it is in full-working order.

### **4. Maintenance, Service and Storage**

- 4.1 Servicing and storage of the equipment is the responsibility of the IM.
- 4.2 Visual checks are carried out by the IM before and after each use.
- 4.3 Thorough checks of the equipment are carried out at least termly.
- 4.4 Weekly checks for updates are carried out on all laptops and tablets.
- 4.5 Equipment is stored in a locked room that only authorised personnel have access to.
- 4.6 Regular stock takes are undertaken to ensure the whereabouts of each piece of equipment is known.
- 4.7 All superficial damage is noted, in order to keep track of problems and to avoid wrongly charging someone for damage not caused by them.

### **5. Lost, Damaged and Stolen Goods**

- 5.1 Parents are required to notify the IM of any damage when returning the item.
- 5.2 Parents are liable for any missing or damaged items.
- 5.3 The IM tests returned goods and carries out a visual check.
- 5.4 If any damage is found, it is assessed by the IM.
- 5.5 If the damage is superficial, e.g. a scratch on the case, there will be no charge.
- 5.6 More serious damage may incur a charge depending on the severity.
- 5.7 If the EP and SBM decide that the school requires a partial or full contribution towards repairs, a letter is sent to the pupil's parents.
- 5.8 The cost of the repairs will be reflective of the damage caused.
- 5.9 In the event loan equipment is stolen, the borrower must immediately report the matter to the local police to obtain a crime reference number. The IM and SBM must be informed at the earliest opportunity and no later than the scheduled return date of the equipment. The SBM must also be given the crime reference number.
- 5.10 Parents of pupils loaning equipment are briefed on the security measures they must take.
- 5.11 Parents are advised to ensure their home contents insurance covers stolen items.

## 6. Fines for Late Returns or Damage

- 6.1 Fines for late returns are incurred if any equipment is returned over one day late.
- 6.2 In the event of late returns, the Finance Officer will phone the pupil's parents to inform them that that equipment has not been returned – during the phone call parents will be informed that a fine has been administered for the late return.
- 6.3 Fines are charged at a rate of £5 per piece of equipment per day.
- 6.4 In the event equipment is returned late, the fine must still be paid and invoices will be sent to the pupil's address.
- 6.5 If fines are not paid after 20 days, the debt will be passed on to an external debt collector.
- 6.6 Fines for damage to equipment may be charged at a full replacement or repair cost.
- 6.7 Costs are reviewed by the SBM and EP/HOS on a case-by-case basis.

## 7. Legal Framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Data Protection Act 2018
- DfE (2018) 'Keeping Children Safe in Education'

### Appendices:

1. IT Equipment Loan Agreement - Parents
2. IT Equipment Loan Agreement - Pupil
3. Risk Assessment

Created <input checked="" type="checkbox"/> Reviewed <input type="checkbox"/>	
Signed: 	Name: Nikki Lumley
Role: Business Manager	Date: September 2020
Adopted	
Signed: 	Name: Andy Roberts
Role: Executive Principal	Date: September 2020



### IT EQUIPMENT LOAN AGREEMENT

This agreement is between the Ashington Learning Partnership (ALP) and parents whose children are borrowing ALP IT equipment, and is valid for the duration of the dates shown below. The device is the property of the ALP and activity can be monitored for any breaches of the ALP’s Acceptable Use Agreement.

We have created this agreement to ensure you understand your responsibilities as a parent whilst your child is borrowing IT equipment from the school.

#### Responsibilities

- You must ensure your child treats the device in line with the ALP’s Acceptable Use Agreement.
- You must ensure that the device is not used for any personal reasons by your child and all internet usage is closely monitored. **It is parents’ responsibility to ensure appropriate internet filters and blocks are in place.**
- You must ensure nobody but your child has access to the device.
- You must ensure the device is always stored safely.
- You must make sure the device is not used near any food or drink.
- If you remove your child from school, you must return the device.
- If your child is excluded from school, you must return the device.
- If the device is lost/stolen, you must report it to the school and the police immediately.
- If the device is damaged, you must report it to the school immediately.
- If covers, chargers or other equipment for the device are damaged whilst it is in your child’s possession, you must pay for a replacement or repair costs.
- If the device is damaged whilst it is in your child’s possession, you must pay for the replacement or repair costs.
- You must ensure your child understands their responsibilities for looking after the device, as outlined in the ALP’s Acceptable Use Agreement – Pupils. This must be signed and returned before the ALP releases any IT equipment on loan.
- You must ensure any software damage, e.g., viruses are reported to the school immediately.
- You must ensure that no applications are disabled on the device and make sure the device is not modified in any way or synced with another device.
- You and your child must have due regard to the ALP’s Loaning Out School IT Equipment Procedures.

Please read each statement and provide a tick to show you agree to the terms:

- I will carry out my responsibilities as outlined in this agreement.
- I will ensure my child has read, understood and signed the Acceptable Use Agreement - Pupils.
- I understand that I must pay for any loss or damage to either the device or any equipment for the device.

Child’s Name:		Class:	
Parent’s Name: (please print)			
Parent’s Signature:		Date:	

**COPY FOR PARENT/CARER**

**COPY RETAINED IN SCHOOL**

Be the best you can be

**Appendix 2**

**Loan Device User Agreement – Pupils**

This agreement is between school and .....

The tablet or laptop you have been given belongs to the school and we are just lending it to you. We can see what you do on the laptop or tablet.

You must follow the rules or we will have to take the laptop or tablet off you.

**You will:**

- Look after the device and be very careful with it at all times. Your parents will need to pay for any damage.
- Ask your parents to charge the device fully each night.
- Only use the device at home.
- Let us know in school as soon as possible if it breaks or is lost

**You will not:**

- Let anyone else use the laptop or tablet but you can let your parents help you with your homework.
- Look at anything that is inappropriate.
- Stick stickers or anything else on the laptop or tablet we are lending you.

**School will:**

- Make sure the device is secure and safe for you to use.
- Make sure that the device is working and that any repairs are dealt with as quickly as possible.
- Monitor how you use the device to make sure you are using it correctly.

Pupil Signature: .....

  
**Bothal Primary – Upper site**  
High Market  
Ashington  
Northumberland  
NE63 8NT  
01670 812360

  
**Bothal Primary – Lower Site**  
Wansbeck Road  
Ashington  
Northumberland  
NE63 8HZ  
01670 812324

  
**Central Primary – Upper Site**  
Third Avenue  
Ashington  
Northumberland  
NE63 9BE  
01670 813111

  
**Central Primary – Lower Site**  
Milburn Road  
Ashington  
Northumberland  
NE63 0AX  
01670 810570

# ALP Risk Assessment

## Loaning ALP Devices



Activity/Event:	Site/Location: BPSU ✓ BPSL ✓ CPSU ✓ CPSL ✓	Relevant texts/policies: Loaning Out School IT Equipment Procedure Acceptable Use Agreement - Pupil Borrowing IT Equipment Agreement – Parents & Pupils
Who is at risk: Pupils, parents and staff	Additional Information:	

Hazard / Risk	What is the risk? How will this cause harm?	L/M/H	Existing Control Measures	Further Actions needed to limit risk? By Who? By When?
Awareness of policies and procedures		M	<p>All staff, pupils and parents are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>◆ Loaning School Equipment Policy</li> <li>◆ Borrowing IT Equipment Agreement - Parents</li> <li>◆ Child Protection and Safeguarding Policy</li> <li>◆ Device User Agreement – Pupils</li> <li>◆ Data Protection Policy</li> </ul> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>◆ GDPR 2018</li> <li>◆ Data Protection Act 2018</li> <li>◆ DfE 'Keeping children safe in education'</li> </ul> <p>The Business Manager is responsible for the ALP's overarching device loaning policy and procedure.</p> <p>The Executive Principal schedules a review of this risk assessment annually.</p>	Business Manager



		<p>Sensitive data is only transferred between devices if the Executive Principal or Head of School deem it necessary to support home learning.</p> <p>Prior to the release of school-owned devices, pupils are reminded by their teacher that they are not permitted to let their family members or friends use any school-owned equipment which contains personal data.</p> <p>Breaches of confidentiality are dealt with in accordance with the ALP's policies as appropriate.</p> <p>Intentional breaches of confidentiality, e.g. deliberately exposing another pupil's personal details, are dealt with in line with the ALP's Behavioural Policy or Disciplinary Policy and Procedure.</p> <p><b>Are these measures adequate?</b></p>	
<p>Device Maintenance and Safety</p>		<p>Visual checks of school-owned devices are carried out by the Infrastructure Manager prior to loaning them to pupils.</p> <p>Thorough checks of school-owned devices are carried out at least termly.</p> <p>A list of all equipment and its whereabouts is provided to the Business Manager by the Infrastructure Manager.</p> <p>All superficial damage is noted by the Infrastructure Manager prior to the device being loaned to pupils.</p> <p>The Infrastructure Manager ensures pupils are aware of how to use school-owned devices prior to their use.</p> <p>Pupils are encouraged to take a five-minute screen break every hour. Younger pupils and pupils with medical conditions who require more frequent screen breaks are assessed individually by the teacher.</p> <p>Devices which are broken or not in working order are not offered to pupils for use.</p> <p>Devices are updated upon the release of new system updates and checks for each device are made on its return from loan.</p> <p><b>Are these measures adequate?</b></p>	



<p>Lost or damaged devices</p>		<p>Parents are informed that they are liable for any missing or damaged items prior to receiving devices on loan from the school.</p> <p>The Infrastructure Manager tests returned devices using the checklist.</p> <p>Parents' responsibilities to pay for any potential damages or lost devices are agreed in the Borrowing Equipment Agreement - Parents. In the case that parents do not agree in advance, their child is not permitted to loan devices from the ALP.</p> <p>Any damage to school-owned devices is assessed by the Business Manager and next steps are determined. The Business Manager decides whether the school needs to ask for a contribution from parents for the cost of repairs to school-owned devices.</p> <p>The cost of repairs to any school-owned devices is reflective of the damage caused.</p> <p>Parents report stolen devices to the Business Manager who informs the police and ensures a crime reference number is obtained.</p> <p><b>Are these measures adequate?</b></p>	
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Signed: ..... (Parent)

Date: .....

Signed: ..... (R Crichton, Infrastructure Manager)

Date: .....

**COPY FOR ALP**

**COPY FOR PARENT**

Ashington Learning Partnership