



CONWAY PRIMARY SCHOOL

LOAN OF EQUIPMENT POLICY FOR PUPILS AND STAFF

Approved by: 
Vanita Howells (Nov 18, 2022 15:48 GMT)

Date: 17th November 2022

Last reviewed on: 01st November 2022

Next review due by: November 2025

Statement of intent

Conway Primary School 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

Colleagues, pupils and parents are expected to familiarise themselves with this policy and the Schools ICT Policy before loaning any equipment. Copies of these will be made available on request.

Legal framework

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

- Data Protection Act 2018 & The GDPR UK Regulations;
- DfE (2018) 'Keeping children safe in education'

Definitions

The term 'equipment' refers to all school property including textbooks, video and digital cameras, audio equipment, laptops, tablets and any other electronic devices.

Roles and responsibilities

Overall responsibility for oversight of the equipment and loaning process lies with the the Designated Equipment lead this being the School Business Manager and Head teacher.

The head teacher & School Business Manager make decisions regarding:

- The allocation and provision of resources, taking into consideration recommendations from the Designated Equipment Lead and guidance issued by the Department for Education;
- How the equipment is utilised to benefit the aims and objectives of the school.

The senior leadership team, along with the Designated Equipment Lead, is responsible for overseeing the review of this policy. The Designated Equipment Lead is responsible for the maintenance and day-to-day running of the equipment and the loans process.

The Designated Equipment Lead must be a full-time member of staff and is responsible for:

- Resolving issues with equipment;
- Carrying out checks on equipment before and after use;
- Adjusting access rights and security privileges with the academy's ICT technician;
- Monitoring pupils' use of equipment with the ICT technician;
- Reporting any signs of misuse and abuse of equipment to the head teacher;
- Classifying and cataloguing equipment, including undertaking a twice yearly audit;
- The safe storage of equipment not out on loan;
- Sending and drafting letters concerning overdue equipment to parents, teachers and senior management;
- Sourcing, purchasing and cataloguing relevant equipment;
- Demonstrating how to use equipment before use;
- Liaising with teachers to maximise pupils' use of equipment;
- Assisting the head teacher with their investigations if any equipment is lost or stolen;
- Implementing this policy with the head teacher;
- Implementing relevant parts of the schools IT Policy with the assistance of the ICT officer and ICT Lead Teacher

The pupil and their family are responsible for:

- The appropriate use of any equipment out on loan ;
- The care and preservation of equipment out on loan;
- The adherence to all relevant school policies and procedures;
- The adherence to the Acceptable Use Agreement;
- The liabilities around loss, theft or damage of any items.

School Staff who have been loaned equipment are responsible for:

- The appropriate use of any equipment out on loan ;
- The care and preservation of equipment out on loan;
- The adherence to all relevant school policies and procedures;
- The adherence to the Acceptable Use Agreement;
- The liabilities around loss, theft or damage of any items

Loan procedure

Correspondence detailing potential fines for late returns and damages, as well as the loans procedure, are sent to all parents and staff

Loans are requested in writing pupils and staff must give at least five working days' notice. Pupils must obtain their parents' signatures on their equipment request.

By loaning equipment, staff, pupils and parents agree to the terms of use as set out in this policy.

If the equipment is no longer needed, staff and parents must notify the Designated Equipment Lead as early as possible to allow the equipment to be made available to someone else.

Once the request has been reviewed and accepted, pupils 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.

Only the staff member, pupil, or parent who has requested the equipment may collect it. The length of the loan is determined in advance.

When equipment is returned, the Designated Equipment Lead checks all components and makes sure it is in full-working order.

Staff and Families must remove any personal data held on the equipment before return.

Staff and Families are subject to the terms and conditions outlined in this policy and the loan agreement letter.

Maintenance, service and storage

Servicing and storage of the equipment is the responsibility of the Designated Equipment Lead. Visual checks are carried out by the Designated Equipment Lead before and after each use.

Thorough checks of the equipment are carried out termly.

Regular checks for updates are carried out on all laptops and tablets in line with the network.

Equipment is securely stored whilst on site.

Regular stock takes are undertaken to monitor the whereabouts of all equipment.

All superficial damage is noted, in order to keep track of problems and to avoid wrongly charging someone for damage not caused by them.

Lost, damaged and stolen goods

Staff and families are required to notify the Designated Equipment Lead immediately of any damage.

Staff and families are liable for any missing or damaged items. Staff and Pupils should not decorate or change the external face of the equipment provided in any way including affixing stickers.

The Designated Equipment Lead tests returned equipment and carries out a visual check. If any damage is found, it is assessed by the Designated Equipment Lead. If the damage is superficial, e.g. a scratch on the case, there will be no charge. More serious damage may incur a charge depending on the severity.

If the Designated Equipment Lead and head teacher decide that the school requires a partial or full contribution towards repairs, a letter will be sent to the family.

The costs of the repairs will be reflective of the damage caused. **The school will obtain a**

quote for repair or replacement depending on the extent of the damage and this will be provided to the staff member or family for re-imburement.

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 Designated Equipment Lead must be informed by the next school day. The Designated Equipment Lead must also be given the crime reference number.

Staff Members and Pupils loaning equipment are briefed on the security measures they must take.

Fines for late returns or damage

The school does not fine for the late return of equipment. However, the school will seek to recover the cost of replacement (as new) for any unreturned items by the agreed date. The value of the item is stated in the loan agreement.

Pupil Late Return

In the event of late returns, the Designated Equipment Lead will contact the pupil's family to inform them that equipment has not been returned – during the phone call, the Designated Equipment Lead will tell the family how the school intends to recover the cost of replacing the item.

Outstanding debts may be passed on to external debt collector.

Costs are reviewed by the Designated Equipment Lead and head teacher on a case-by-case basis.

Staff Late Return

In the event of late returns, the Designated Equipment Lead will contact the staff member via email and through our SIMS portal to inform them that equipment has not been returned and arrange a further date for return. Should the member of staff leave employment of the school with equipment not returned the Designated Equipment Lead will write to the ex-employee requesting return within 7 working days. Should the equipment not be returned the Designated Equipment Lead will write to the ex-employee informing them of how we intend to recover the debt and that any outstanding debt may be passed to an external debt collector.

Costs are reviewed by the Designated Equipment Lead and head teacher on a case-by-case basis.

Insurance

All loan equipment is covered by the school Contents Insurance policy – the Designated Equipment Lead will liaise with head teacher on any loss or damage and make a decision to replace the equipment via our usual IT Equipment providers or the school insurance policy which ever provided the best value for money.

Monitoring and review

This policy is reviewed every three years by the Designated Equipment Lead. Any changes made to this policy are communicated to all colleagues and families.

All colleagues directly involved in the use of the equipment are required to familiarise themselves with this policy.

DATA PROTECTION

[The school processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations UK (GDPR) and the Data Protection Act 2018. The school complies with the requirements of the data protection legislation as detailed in the schools Data Protection Policy.

All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The school safeguards the personal data it collects through the operation of the schools data protection policy and processes and the IT policy. In addition, the school has taken steps to ensure that all its contracts and its programs that process data have the GDPR compliant provisions.

Appendix A: Full Terms and Conditions of Use

1. At all times, the equipment remains the property of the school;
2. The loan exists between the school (“we/us”) and the the staff member
3. The loan exists between the school (“we/us”) and the parent of the child (“you”) named in the loan agreement letter. We may terminate the agreement at any time without notice;
4. Equipment will be loaned to the named person and their child for period stated in the loan agreement letter. Equipment should be return by the end date or an extension agreed with the issuing of further agreement letter;
5. Equipment will be loaned to the named staff member for period stated in the loan agreement letter. Equipment should be return by the end date or an extension agreed with the issuing of further agreement letter;
6. You must inform us at the earliest opportunity should you change address;
7. You must store the equipment carefully and securely in line with any given training;
8. You must ensure nobody other than yourself (staff member) uses the equipment;
9. You must ensure nobody other than your child uses the equipment;
10. You may install licensed and legally purchased software and equipment, e.g. printers;
11. You must not tamper with, open, change or adapt the external casing or internal workings of the equipment including the affixing of stickers or replacement of parts;
12. You must not use the equipment for any illegal or anti-social purposes;
13. You are responsible for the costs, potentially up to full value of replacement, should the equipment be lost, stolen or damaged;
14. You must inform us immediately if the equipment is faulty. All technical support and maintenance must go through the school. Replacement will be on a case-by-case basis;
15. You must inform us immediately if the equipment is accidentally damaged. We will do our best to repair the damage, if this is not possible, replacement will be on a case-by-case basis;
16. You must inform us immediately if the equipment is stolen. You must report the theft to the police and obtain a crime reference number. Replacement will be on a case-by-case basis;
17. There may be occasions when we need you to return the equipment to us for upgrades or maintenance. As a result, it may be necessary to remove all data contained on the equipment. We cannot be held responsible for the loss or damage of any data during this process. It is your responsibility to return the equipment to school for such maintenance.
18. We may view data or programmes on the equipment at any time. You will be held responsible to the Acceptable Use Agreement at these points. You may want to remove personal data from the equipment before its return;
19. We are not responsible for loss or damage of any data on the equipment during the loan;
20. We are not responsible for any costs resulting from the use of the equipment including electricity, printer cartridges, paper or any costs occurring from an internet service not provided by us;
21. Reasonable health and safety precautions should be taken when using the equipment. We are not responsible for any damage to person or property resulting from use of the equipment loaned;
22. Photographic evidence of receipt or delivery, evidence of possession or usage of the

equipment, in certain circumstances such as pandemic, will indicate the loan agreement has been entered into in the absence of a signed agreement. If these terms and conditions are not accepted, you should arrange for immediate return of the equipment through us.

Appendix B - Acceptable Use Form – Child Agreement



Conway Primary School - Acceptable Use of Internet and Digital Technologies Policy Child/Parent Agreement

Users are responsible for good behavior and following the school values on the Internet just as they are on school premises. General school rules apply.

The Internet is used within school to conduct research, access educational material and communicate with others. The permission of parents/carers is required for pupil use. Remember that access is a privilege, not a right and that requires responsibility.

Individual users of the Internet and educational programs accessible through it are responsible for their behavior and communications over the network. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Staff may review files and communications to ensure that users are accessing the system responsibly. Users should not expect that files stored on school equipment, servers or the school network would always be private.

During school, teachers will guide children towards appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using other users' passwords or passing password information onto others
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use in school and use of any school managed programs outside of school.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behavior.

Please sign below to indicate that you agree to the Acceptable Use Policy for Internet use for yourself and your child.

Parent/Carer signature.....Childs
signature.....

Child's Name..... Class.....
.Date.....

Appendix C – Acceptable Use Form – Staff Agreement



Conway Primary School -Acceptable Use of Internet and Digital Technologies Staff Agreement

All adults within the school must be aware of their safeguarding responsibilities when using any online technologies, such as the internet, E-mail or social networking sites. They are asked to sign this Acceptable Use Agreement so that they provide an example to children and young people for the safe and responsible use of online technologies. This will educate, inform and protect adults so that they feel safeguarded from any potential allegations or inadvertent misuse themselves.

I know that I must only use the school equipment in an appropriate manner and for professional uses. I understand that I need to obtain permission for children and young people before they can upload images (video or photographs) to the internet or send them via E-mail.

I know that images should not be inappropriate or reveal any personal information of children and young people.

I have read the procedures for incidents of misuse in the Internet and Digital Technology Acceptable Use Policy so that I can deal with any problems that may arise, effectively.

I will report accidental misuse.

I will report any incidents of concern for a child or young person's safety to the Senior Designated Person in accordance with procedures listed in the Acceptable Use Policy.

I know who my Senior Designated Person is.

I know that I am putting myself at risk of misinterpretation and allegation should I contact children and young people via personal technologies, including my personal e-mail. I know I should use the school e-mail address and phones to contact parents.

I know that I must not use the school system for personal use unless this has been agreed by the Head Teacher.

I know that I should complete virus checks on my laptop and other storage devices; including regularly installing updates on to school devices, so that I do not inadvertently transfer viruses, especially where I have downloaded resources.

I will ensure that I follow the Data Protection Act 1998 and have checked I know what this involves.

I will ensure that I keep my password secure and not disclose any security information unless to appropriate personnel. If I feel someone inappropriate requests my password, I will check with the School Business Manager prior to sharing this information.

I will adhere to copyright and intellectual property rights.

I will only install hardware and software I have been given permission for.

I will ensure the safe keeping of school equipment if I take it off of the school premise. I will be responsible for loss and damage.

I accept that the use of any technology designed to avoid or bypass the school filtering system is forbidden. I understand that intentional violation of this rule may result in disciplinary procedures being initiated.

I have been shown a copy of the Acceptable Use Policy to refer to about all e-safety issues and procedures that I should follow. A copy can be found on the school website.

I have read, understood and agree with these Agreements as I know that by following them I have a better understanding of e-safety and my responsibilities to safeguard children and young people when using online technologies.

Signed.....Date.....

Name (printed).....
Conway Primary School

Appendix D – Staff Loan Form



Conway Primary School – Digital Device Loan Form

I _____ (name of staff) requests the loan of the following equipment for use at home or within school for the purpose and length of time specified.

Description:	
Model:	
iPad name:	

Description:	
Model:	
Laptop Serial number:	

Terms of Loan

- The above equipment is issued for work purposes only. It is not for personal use and should not be used by any non-member of staff
- If the equipment is lost or damaged, then you may be required to contribute to the cost of a replacement
- I will adhere to the School Data Protection Policy and Code of Conduct
- I have read, understood and agree to the schools Equipment Loans Policy

Agreement

I agree to the above terms of issue. I will only use the equipment for business purposes and will return it undamaged.

Signed:..... (Staff/Parent) Date:.....

Authorised by:..... (H/T) Date:.....

Return Details

The equipment has been returned undamaged and in working order Signed (SBM) Date
Returned:.....

Appendix E – Student Loan Form



Conway Primary Student - Loan Form

I _____ (name of child/Parent) requests the loan of the following equipment for use at home for the purpose and length of time specified.

Description:	
Model:	
iPad name:	

Description:	
Model:	
Laptop Serial number:	

Terms of Loan

- The above equipment is issued for school work purposes only and should be utilized by the child and their family only
- If the equipment is lost or damaged, then you may be required to contribute to the cost of a replacement
- I will adhere to the schools Internet Safety Policy available from the school website
- I have read, understood and agree to the school Internet Safety Policy

Agreement

I agree to the above terms of issue. I will only use the equipment for business purposes and will return it undamaged.

Signed:..... (Parent) Date:.....

Authorised by:..... (SBM) Date:.....

Return Details

The equipment has been returned undamaged and in working order Signed.....(SBM)

Date Returned:.....







Loan of Equipment Policy 2022

Final Audit Report

2022-11-18

Created:	2022-11-18
By:	Keith Robertson (krobertson@conway.greenwich.sch.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAybcDy1lKde5un4k_nhXXtW5EOLwPkUx

"Loan of Equipment Policy 2022" History

-  Document created by Keith Robertson (krobertson@conway.greenwich.sch.uk)
2022-11-18 - 12:09:35 PM GMT
-  Document emailed to vanita.howells@hotmail.com for signature
2022-11-18 - 12:10:14 PM GMT
-  Email viewed by vanita.howells@hotmail.com
2022-11-18 - 3:47:46 PM GMT
-  Signer vanita.howells@hotmail.com entered name at signing as Vanita Howells
2022-11-18 - 3:48:01 PM GMT
-  Document e-signed by Vanita Howells (vanita.howells@hotmail.com)
Signature Date: 2022-11-18 - 3:48:03 PM GMT - Time Source: server
-  Agreement completed.
2022-11-18 - 3:48:03 PM GMT