

Ocker Hill Academy



Aim High ● Aim Higher

Loaning Academy Equipment Policy

To be reviewed in line with Ocker Hill Academy policy guidelines

September 2021

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Statement of intent

Ocker Hill Academy 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.

Staff, pupils and parents are expected to familiarise themselves with this policy and the Academy's Acceptable Use Agreement before loaning any equipment. Copies of these will be made available on request.

Signed by:

Principal

Date:

Chair of Governors

Date:

1. Legal framework

- 1.1. This policy has due regard to statutory legislation and guidance including, but not limited to, the following:
 - Data Protection Act 2018
 - DfE (2021) 'Keeping children safe in education (2021)'

2. Definitions

- 2.1. The term 'goods and equipment' refers to all Academy property including video and digital cameras, audio equipment, laptops, tablets and any other electronic devices.

3. Roles and responsibilities

- 3.1. Overall responsibility for oversight of the equipment and loaning process lies with the Principal.
- 3.2. The Principal makes decisions regarding:
 - The allocation and provision of resources, taking into consideration recommendations from the designated equipment lead (DEL).
 - How the equipment is utilised to benefit the aims and objectives of the academy.
- 3.3. The SLT, along with the DEL, is responsible for overseeing the review of this policy.
- 3.4. The DEL must be a full-time member of staff and is responsible for:
 - Maintaining and running the equipment and the loans process.
 - 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 Principal.
 - Classifying and cataloguing resources, including undertaking a regular stocktake.

- The safe storage of all 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 ICT teachers to maximise pupils' use of the equipment.
- Assisting the Principal with their investigations if any equipment is lost or stolen.
- Implementing this policy with the Principal.
- Implementing relevant parts of the Academy's ICT Curriculum Policy.

4. The loaning procedure

- 4.1. Correspondence detailing potential fines for late returns and damages, as well as the loans procedure, is sent to all parents.
- 4.2. Loans are requested in writing and pupils must give at least five working days' notice. Pupils must obtain their parents' signatures on their equipment request.
- 4.3. By loaning equipment, pupils and parents agree to the terms of use as set out in this policy.
- 4.4. If the equipment is no longer needed, pupils must notify the DEL as early as possible to allow the equipment to be made available to someone else.
- 4.5. 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 – this training can be conducted virtually where necessary.
- 4.6. Only the pupil who has requested the equipment may collect it.
- 4.7. If the pupil is unable to collect the equipment from the academy site, their parents are required to contact the academy office to make alternative arrangements. The Principal will send a letter to the relevant parents to inform them of alternative options where the pupil's

access to the Academy site is limited by Academy policy, e.g. during a period of partial school closure.

- 4.8. The usual maximum loan period is three days.
- 4.9. Where a pupil requires loan of equipment for a longer period for learning purposes, e.g. where the pupil is learning remotely and must borrow a laptop to access the relevant materials, the Principal and DEL will assess the pupil's situation and set an appropriate loan period which may be reviewed and extended where necessary.
- 4.10. Where a pupil's inability to attend face-to-face provision on the Academy site requires them to be loaned equipment in order to access remote education, e.g. if they cannot attend Ocker Hill Academy due to clinical advice, the Academy will get in touch with the pupil's parents to offer equipment loans for an extended period.
- 4.11. Where a pupil is loaned electronic equipment for an extended period of time for remote learning purposes, parents will be required to complete a [Device Loan Agreement for Parents](#) prior to the pupil taking the equipment off-site.
- 4.12. Pupils require special consideration from the Principal and DEL to loan equipment over weekends and school holidays.
- 4.13. Overdue returns incur a penalty fee per piece of equipment per day overdue – these costs are outlined in the correspondence sent to parents.
- 4.14. When equipment is returned, the DEL checks all components and makes sure it is in full-working order.
- 4.15. Pupils or their parents may request an extension to their existing loan period – this should be done in writing to the DEL.
- 4.16. The Principal and DEL will review any extension requests and will extend the loan period by an appropriate number of days unless there is a reasonable justification not to do so, e.g. the equipment has been booked for loan to someone else. The Principal and DEL are not required to extend the loan period by the length requested if this is not feasible; however, they will attempt to allow appropriate time for the requester to fulfil the tasks for which they require the loaned equipment.

5. Maintenance, service and storage

- 5.1. Servicing and storage of the equipment is the responsibility of the DEL.
- 5.2. Visual checks are carried out by the DEL before and after each use.
- 5.3. Thorough checks of the equipment are carried out periodically.
- 5.4. Termly checks for updates are carried out on all laptops and tablets.
- 5.5. Equipment is stored in a locked room that only the DEL and Principal have access to.
- 5.6. Regular stock takes are undertaken to ensure the whereabouts of each piece of equipment is known.
- 5.7. A list of all equipment is kept in the storage room; a computerised version of this is also made available.
- 5.8. All superficial damage is noted in order to keep track of problems and to avoid wrongly charging someone for damage not caused by them.

6. Lost, damaged and stolen goods

- 6.1. Pupils are required to notify the DEL of any damage when returning the item.
- 6.2. Pupils are liable for any missing or damaged items.
- 6.3. The DEL tests returned goods and carries out a visual check.
- 6.4. If any damage is found, it is assessed by the DEL.
- 6.5. If the damage is superficial, e.g. a scratch on the case, there will be no charge.
- 6.6. More serious damage may incur a charge depending on the severity
- 6.7. If the DEL and Principal decide that the Academy requires a partial or full contribution towards repairs, a letter is sent to the pupil's parents.
- 6.8. The costs of the repairs must be reflective of the damage caused.
- 6.9. 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 DEL must be informed at the earliest opportunity and no later than the scheduled return date of the equipment. The DEL must also be given the crime reference number.

- 6.10. Pupils loaning equipment are briefed on the security measures they must take.

7. Fines for late returns or damage

- 7.1. Fines for late returns are incurred if any equipment is returned over one day late.
- 7.2. In the event of late returns, the DEL will phone the pupil's parents to inform them that equipment has not been returned – during the phone call, the DEL will tell the parents that a fine has been administered for the late return.
- 7.3. Fines are charged at a rate per piece of equipment per day.
- 7.4. In the event equipment is returned late, the fine must still be paid and invoices will be sent to the pupil's address.
- 7.5. If fines are not paid by the end of the summer term, the debt will be passed on to an external debt collector.
- 7.6. Fines for damage to equipment may be charged at a full replacement or repair cost.
- 7.7. Costs are reviewed by the DEL and Principal on a case-by-case basis.

8. Monitoring and review

- 8.1. This policy is reviewed every two years by the Principal and DEL.
- 8.2. Any changes made to this policy are communicated to all members of staff and parents.
- 8.3. All members of staff directly involved in the use of the equipment are required to familiarise themselves with this policy.
- 8.4. The scheduled review date for this policy is September 2023.

Appendix 1

Device Loan Agreement

1. This agreement is between:

- 1) Ocker Hill Academy, Gospel Oak Road, Tipton, West Midlands, DY4 0DS (“the school”)
- 2) **Name and address** (“the parent” and “I”)

and governs the use and care of devices assigned to the parent’s child (the “pupil”).

This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the Academy and is governed by the Academy’s policies which are available to review on our website <https://ockerhill.academy/>.

The Academy is lending **Name** (“the pupil”) a laptop (“the equipment”) for the purpose of doing school work from home.

The Academy will not under any circumstances be responsible for the cost of internet connectivity 4G, WIFI or otherwise. It will be the sole responsibility of the parent to ensure that internet connection is available for the pupil.

This agreement sets the conditions for taking the equipment home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times whether on the Academy’s property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Mr Goodwin (Assistant Principal and DSL) and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the Academy on their demand from the Academy in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use
- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

3. Unacceptable use

I am aware that the Academy monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'. This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the Academy will sanction the pupil, in line with our Behaviour and Exclusions Policy and our E Safety Policy, if the pupil engages in any of the above **at any time**.

4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Do not share the equipment among family or friends
- Update antivirus and anti-spyware software as required
- Install the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact **Mark Ward** on the email **helpdesk@midlandtech.co.uk**

6. Return date

I will return the device in its original condition to Ocker Hill Academy Administration Office within 10 days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

If parents are collecting the equipment, request a signed copy of this form and insert:
By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	
DATE	

Or, if you cannot get a signed physical copy, insert:

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

Please sign by typing your name and your child's name.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	