

Holy Cross Catholic Primary School



Pupils Loaning School Equipment Policy

September 2022

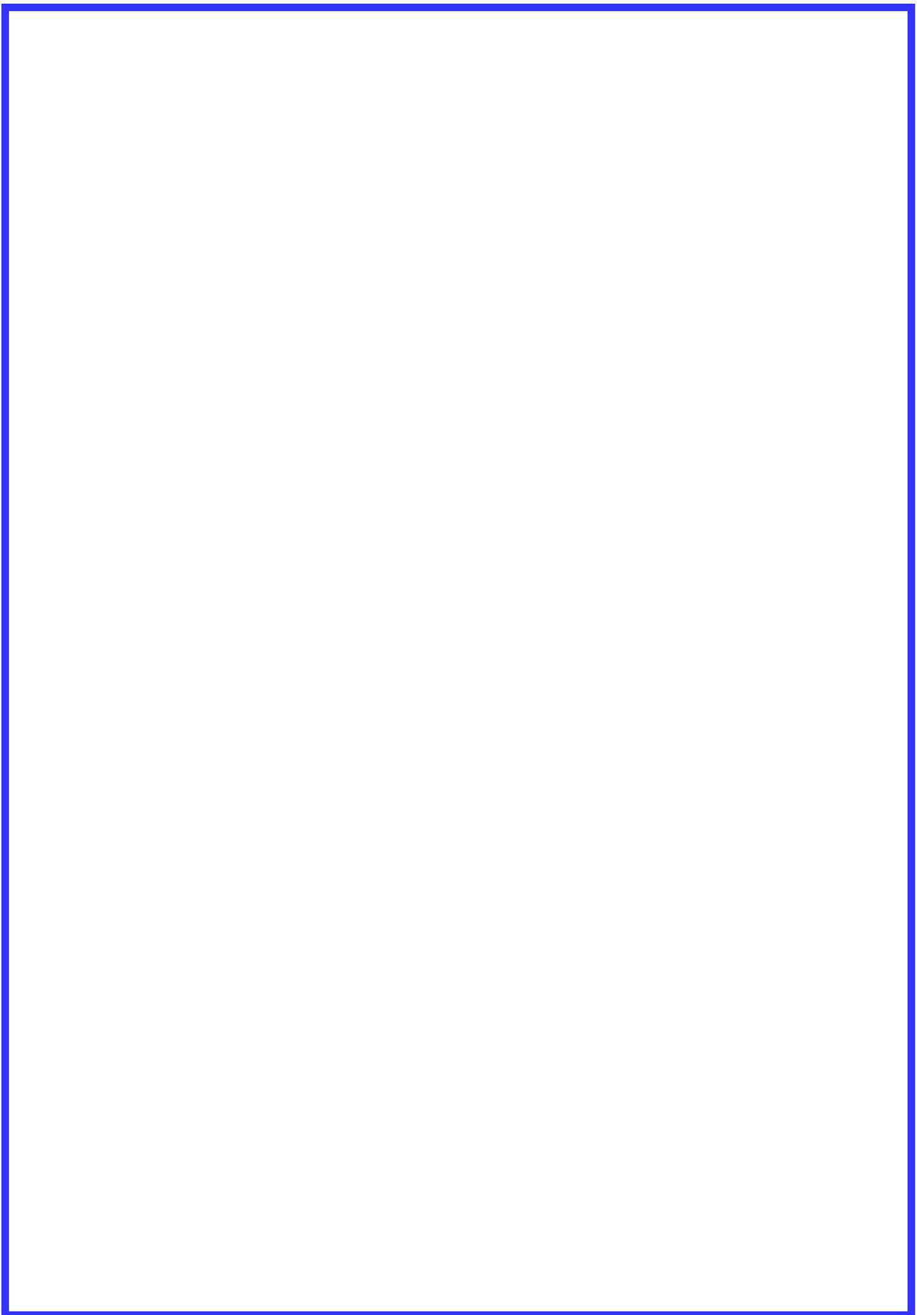
We care, we share, we value.

To be reviewed on or before

September 2024

Signed _____

Headteacher



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Statement of intent

Holy Cross Catholic 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 engaging. We are committed to ensuring pupils have access to the necessary facilities to carry out their work, and believe it is important for pupils to be confident and competent users of equipment and the resources they access.

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

1. Legal framework

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

- Data Protection Act 2018
- The UK General Data Protection Regulation
- DfE (2022) 'Keeping children safe in education 2022'

This policy operates in conjunction with the following school policies:

- ICT Curriculum Policy
- Child Protection and Safeguarding Policy
- Online Safety Policy
- Data Protection Policy
- Debt Recovery Policy

2. Definitions

The term “**goods and equipment**” refers to all school property including video and digital cameras, audio equipment, laptops, tablets and any other electronic devices.

3. Roles and responsibilities

Overall responsibility for oversight of the equipment and loaning process lies with the headteacher.

The headteacher makes decisions regarding:

- The allocation and provision of resources, taking into consideration recommendations from the designated equipment lead.
- How the equipment is utilised to benefit the aims and objectives of the school.

The headteacher, along with the designated equipment lead, is responsible for overseeing the review of this policy.

The designated equipment lead 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 school's ICT technician.
- Monitoring pupils' use of equipment with the ICT technician.
- Reporting any signs of misuse and abuse of equipment to the headteacher.
- Classifying and cataloguing resources, including undertaking an annual stock-take.
- Storing of all equipment not out on loan safely.
- 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 headteacher with their investigations if any equipment is lost or stolen.
- Implementing this policy with the headteacher.
- Implementing relevant parts of the school's ICT Curriculum Policy.

The ICT technician is responsible for:

- Installing adequate malware protection on all loaned devices.
- Ensuring that the online protection offered on loaned devices, e.g. age-restricted content blockers, adheres to expectations outlined in the Online Safety Policy and Child Protection and Safeguarding Policy.

4. The loaning procedure

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

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

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

If the equipment is no longer needed, pupils 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 – this training may be conducted virtually where necessary.

Only the pupil who has requested the equipment may collect it.

If the pupil is unable to collect the equipment from the school site, e.g. due to sickness, their parents are required to contact the school office to make alternative arrangements.

The maximum loan period will be provided on an individual basis.

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 headteacher and designated equipment lead assess the pupil's situation and set an appropriate loan period which may be reviewed and extended where necessary.

Where a pupil is loaned electronic equipment for an extended period of time for remote learning purposes, their parents are required to complete a [Device Loan Agreement for Parents](#) prior to the pupil taking the equipment off-site.

Pupils require special consideration from the headteacher and designated equipment lead to loan equipment over weekends and school holidays.

Overdue returns incur a penalty fee of £10 per piece of equipment per day overdue – these costs are outlined in the correspondence sent to parents.

When equipment is returned, the designated equipment lead checks all components and makes sure it is in full working order.

Pupils or their parents may request an extension to their existing loan period – this is done in writing to the designated equipment lead.

The headteacher and designated equipment lead review any extension requests and 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 headteacher and designated equipment lead are not required to extend the loan period by the length requested if this is not feasible; however, they attempt to allow appropriate time for the requester to fulfil the tasks for which they require the loaned equipment.

5. Maintenance, service and storage

Servicing and storage of the equipment is the responsibility of the designated equipment lead, who carries out visual checks before and after each use.

Thorough checks of the equipment are carried out after each item is returned.

Weekly checks for updates are carried out on all laptops and tablets, including updates for malware protection and age-restriction settings.

Equipment is stored in a locked room that only the designated equipment lead and headteacher have access to.

Regular stock-takes are undertaken to ensure the whereabouts of each piece of equipment is known.

A list of all equipment is kept in the storage room; a computerised version of this is also made available.

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. Online safety

Online safety is managed in line with the Child Protection and Safeguarding Policy and Online Safety Policy.

All loaned devices are adequately equipped to keep pupils safe online, e.g. safe search filters. Pupils and their parents are not permitted to remove any online safety features on the loaned device. The removal of these safety features may result in the termination of the loan, in line with the Acceptable Use Agreement.

The ICT technician ensures that the removal of online safety features on loaned devices is prohibited except by authorised users.

Pupils cease to use the loaned device if online safety concerns arise and report it to the designated equipment lead as soon as possible. The designated equipment lead reports any online safety concerns relating to the use of loaned devices to the DSL.

Concerns about the functionality of online safety features are reported to the ICT technician and resolved as soon as possible. The device is not returned to the pupil or made available for loan until the issue has been fully resolved and tested.

7. Lost, damaged and stolen goods

Pupils are required to notify the designated equipment lead of any damage when returning the item – where the pupil is unable to do so, their parent is responsible for notifying the designated equipment lead instead.

Pupils are liable for any missing or damaged goods. Where the pupil's parent signed the Acceptable Use Agreement on their child's behalf, the parent may also be liable for missing or damaged goods.

The designated equipment lead tests returned goods and carries out a visual check.

If any damage is found, it is assessed by the designated equipment lead. The following conditions apply:

- If the damage is superficial, e.g. a scratch on the case or covering, there is no charge
- If the damage is more serious, the designated equipment lead decides whether to incur a charge depending on the severity of the damage

If the designated equipment lead and headteacher decide that the school requires a partial or full contribution towards repairs, a letter is sent to the pupil's parents.

The costs of the repairs are reflective of the damage caused. Costs are reviewed by the designated equipment lead and headteacher on a case-by-case basis.

Fines for damage to equipment may be charged at a full replacement or repair cost.

In the event loan equipment is stolen, the pupil or their parent immediately reports the matter to the local police to obtain a crime reference number. The pupil or their parent informs the designated equipment lead at the earliest opportunity and no later than the scheduled return date of the equipment. The designated equipment lead is given the crime reference number.

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

8. Fines for late returns and damage

Communication and the recovery of fines are undertaken in line with the Debt Recovery Policy.

Fines for late returns are incurred if any equipment is returned more than one day late. Payment plans may be put in place to aid the recovery of the debt – the implementation of a payment plan is at the discretion of the headteacher.

In the event of late returns, the designated equipment lead contacts the pupil's parents to inform them that equipment has not been returned – during the phone call, the designated equipment lead informs the parents that a fine has been administered for the late return.

In the event equipment is returned late, an invoice of the fine to be paid is sent to the pupil's address. Fines are charged at a rate of **£10** per piece of equipment per day.

Where an agreed payment plan is not in place and fines are not paid by the end of the **Summer term**, the debt is passed on to **an external debt collector**.

9. Monitoring and review

This policy is reviewed every **two years** by the headteacher and designated equipment lead.

Any changes made to this policy are communicated to all members of staff and parents.

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

The scheduled review date for this policy is **September 2024**.