



Holly Park School Loan Of School Equipment Policy

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Statement Of Intent

Holly Park 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, the form to be signed (Appendix A) and the school's Acceptable Use Policy before loaning any equipment. Copies of these will be made available on the school website.

It is the school's intent to loan laptops during periods of school closure only.

The school does not have the financial means to buy equipment for loan but will make the most of any applications that can be made for free laptops for school from the DfE or LA.

Legal framework

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

Data Protection Act 2018

DfE (2020) 'Keeping children safe in education'

Definitions

The term 'goods and equipment' refers to all school property of laptops.

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 (DEL).
- How the equipment is utilised to benefit the aims and objectives of the school.
- The senior leadership team, along with the DEL, is responsible for overseeing the review of this policy.
- The DEL is responsible for the equipment and the loans process.
- The DEL is responsible for working with the school IT technician for the maintenance of equipment
- The DEL is responsible for:
 - Resolving issues with equipment.
 - Asking the IT technician to carry 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 a termly stocktake.
 - The safe storage of all equipment not out on loan.
 - Sending and drafting letters concerning overdue equipment to parents, teachers and senior management.
 - Applying to the DFE, LA and other sources for free equipment for loan that the school is entitled to
 - Demonstrating how to use equipment before use if needed.
 - Liaising with the Computing Key leader 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 loaning procedure

Laptops will only be loaned during periods of school closure.

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 (via email to the DEL) or verbally if the family are EAL
By loaning equipment, pupils and parents agree to the terms of use as set out in this policy and on the loan form.

Parents must sign the loan form before being given a laptop

When a period of closure is over parents must return the school equipment – including cases and leads.

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

The maximum loan period is for a school closure.

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

When equipment is returned, the DEL checks all components and makes sure it is in full-working order. Any concerns will be passed to the school IT technician

Anything saved on the laptop will be deleted

Maintenance, service and storage

storage of the equipment in school is the responsibility of the DEL.

Visual checks are carried out by the DEL before and after each use.

Equipment is stored in a locked room or cupboard.

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

A list of all equipment is kept

All superficial damage is noted.

Lost, damaged and stolen goods

Parents are required to notify the DEL of any damage when returning the item.

Parents are liable for any missing or damaged items.

The DEL tests returned goods and carries out a visual check.

If any damage is found, it is assessed by the DEL & IT technician.

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 DEL 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 must be reflective of the damage caused.

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. The DEL must also be given the crime reference number.

Fines for late returns or damage

Fines for late returns are incurred if any equipment is returned late.

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 will be administered for the late return if it is not back by the end of the week.

Fines are charged at a rate of £10 per piece of equipment per week.

In the event equipment is returned late, the fine must still be paid and invoices will be sent to the pupil's address.

If fines are not paid, the debt will be passed on to the Governors Chair of Finance in the first instance and then to an external debt collector.

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

Costs are reviewed by the DEL and Headteacher on a case-by-case basis

Monitoring and review

The Headteacher, and DEL will review the measures outlined in this policy regularly.

The Headteacher and governing board will schedule a review of the effectiveness of this policy annually through the Finance and premises committee.

Any changes to this policy will be communicated to relevant stakeholders, including parents and teachers.

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	January 2021	Ann Pelham	Created in light of National Lockdown
1.1	January 2021	Finance & premises	Amended, adopted and ratified
1.2	January 2022	Finance & premises	ratified

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		19/7/22
Chair of Governors	Clare Hegarty		19/7/22

Distribution

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<ul style="list-style-type: none">• Staff via school server• Parents via Website• Governors via committee meetings

Date for next review
Spring 2023

Appendix A



HOLLY PARK PRIMARY SCHOOL

LAPTOP LOAN TO PUPILS DURING SCHOOL CLOSURE

Loan of School Laptops Off Site

Date _____

Full Name of Child _____

Class _____

Laptop Loan Number _____

This form covers the pupil to take a Holly Park School laptop off the school premises for the period of isolation

The pupil and parent must abide by the guidelines outlined in the Pupil Acceptable use Policy, the Safeguarding Policy and the Online Safety Policy. All of these are on the school website.

The parent/guardian must take full responsibility for the care and safekeeping of the laptop and return it at the end of the period of isolation to the school office.

The parent should agree to the information below and sign before taking the laptop off site:

I will take all reasonable precautions to keep the device secure e.g.:

- Keep it in the home – do not take it out and about
- Do not let other family members use the device
- Delete any data from the device before return to school
- Report damage/ loss /theft immediately
- Return the device immediately on the first day back at school
- The laptop will be returned in good working condition
- The laptop will be returned in it's case and with the correct charging lead

Parent Signature..... Date _____

ON RETURN OF DEVICE

Date Returned _____

Office Member name _____ Signature _____