



# Westbourne School

Westbourne Road, Sheffield, S10 2QT (Tel: 0114 266 0374)

## Loaned Devices Policy

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<b>Committee Responsible</b>	IT Strategy and Infrastructure
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### Introduction

Westbourne School recognises the learning benefits by offering its pupils the opportunity to use School ICT devices in school and/or in the home on a loan basis to support their learning.

It is the intention of this policy to facilitate and support the use of School loaned ICT devices in furtherance of individualised pupil learning. Pupils are encouraged to use School loaned ICT devices in accordance with this policy and must sign the declaration. By signing this agreement, Pupils are bound by the additional school rules and requirements as set out in this policy.

### Guidelines for Acceptable Use of School loaned ICT Devices

The use of School loaned ICT devices falls under Westbourne's ICT Acceptable Use Policy which all pupils must agree to, and comply with:

- The primary purpose of the use of School loaned ICT devices is for education.
- Pupils are permitted to connect to Westbourne's wireless networking services only while using a School loaned ICT device.
- When at home students can connect their chromebook to a home network.

### Appropriate use of School loaned devices

- Use of ICT devices during the school day is at the discretion of teachers and staff.
- Pupils must use school loaned devices as directed by their teacher.
- The use of a school loaned ICT device is not to be a distraction in any way to teachers or pupils.
- Loaned devices must not disrupt class or study areas in any way.
- Playing games or other non-school work related activities are not permitted.
- Pupils shall only use a school loaned ICT device while under supervision in a study room or a subject classroom unless otherwise directed by a teacher e.g. on school visits or activities.
- Pupils shall make no attempts to circumvent the school's network security on their school loaned devices. This includes the use of proxies or downloading programs to bypass security.
- Pupils are responsible for regularly checking their School loaned ICT device to ensure their devices are free from unsuitable material and malicious software.
- Pupils are responsible for reporting faulty School loaned ICT devices with basic defects.
- Any School loaned ICT devices that have defects should be brought back to the main school reception.
- Once loaned out, the charger should be kept at home and devices should be charged at home the night before.



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## Storage

There are no secure storage facilities provided at school for loaned ICT devices. Pupils should therefore keep their school loaned ICT device with them at all times.

## Consequences for Misuse/Disruption

The following sanctions may apply for any misuse or disruption of Westbourne School's ICT Acceptable Use Policy and the School's Behaviour Policy:

- School loaned ICT devices may be confiscated for a set time;
- Use of School loaned ICT devices would be removed;
- Serious misuse of Internet capable devices is regarded as a serious offence in direct contravention of Westbourne School's ICT Acceptable Use Policy and the Behaviour Policy and will be dealt with in accordance with these policies.

## School Liability Statement

Westbourne School is in no way responsible for School loaned devices that are broken whilst at home or at school through mis-use or neglect.

- School loaned devices that are lost, stolen or damaged beyond repair must be replaced by the pupil.
- Repair of a damaged loaned device must be paid for by the pupil;
- lost chargers will be replaced by the pupil;
- Pupils are responsible for keeping their loaned devices charged and kept in a reasonable condition otherwise a financial cost may apply;
- Parents/Guardians should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a School loaned ICT device in the event of loss or damage to the device.

## School Loaned ICT Device User Agreement Pupil Declaration

I would like use of a school ICT device.

I have read and understood the School Loaned ICT Device Policy. I agree to be bound by the guidelines, rules and regulations contained in this policy, the ICT Acceptable Use Policy and the Behaviour policy. I understand that the use of a School loaned ICT device in the home is a privilege not a right and agree to use the device for learning purposes only.

I understand that my use of loaned device(s) can be monitored while connected to the network in school. I agree to connect to the school network services only while using my School loaned ICT device in school.

I understand that connection to non-school provided wireless/networking services while using my School loaned ICT device in school is not allowed.

I understand that I am solely responsible for the correct care, safety and security of my School loaned ICT device at all times.



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## Instructions:

Please return this signed form to reception. The ICT Manager will then issue you with a school device. As part of the approval process the ICT Manager will record the serial number of your allocated device.

Print Name: \_\_\_\_\_ (Pupil)

Class/Form: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Approval \_\_\_\_\_

## Disclaimer - please read carefully

Westbourne School accepts no liability in respect of any loss/damage to School loaned ICT devices while at school, during school-sponsored activities or in the home. The decision to loan a School ICT device rests with the pupil and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a School loaned ICT device in the home or at school. It is a condition of agreeing to allow pupils to use a School loaned ICT device in school or in the home, that the parent/guardian countersigning the permission slip accepts this disclaimer. I have read the Westbourne School Loaned Devices Policy and give my child approval to use a School loaned ICT device in the school and at home. I understand my child is loaning a School ICT device and is solely responsible for the correct care, safety and security of the device. I understand that the school accepts no liability in respect of any School loaned ICT device used in school by a pupil.

I understand and accept the above disclaimer.

Signed: \_\_\_\_\_ (Parent/Carer/Guardian)

Date: \_\_\_\_\_