



# Every Child Every Day Academy Trust

## Loaning School Equipment Policy

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## Statement of intent

**The Every Child Every Day Academy Trust** 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. **[Updated]** Legal framework

**[Updated]** 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
- **[Updated]** DfE (2023) 'Keeping children safe in education 2023'
- **[New]** DfE (2023) 'Meeting digital and technology standards in schools and colleges'

This policy operates in conjunction with the following school policies and documents:

- ICT Curriculum Policy
- Child Protection and Safeguarding Policy
- Online Safety Policy
- Data Protection Policy
- Debt Recovery Policy
- Technology Acceptable Use Agreements

## 2. Roles and responsibilities

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

The headteacher will make 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 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 Manager.
- Monitoring pupils' use of equipment with the ICT Manager.
- Reporting any signs of misuse and abuse of equipment to the headteacher.
- Classifying and cataloguing resources, including undertaking a **termly** 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 Manager 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.

### 3. The loaning procedure

Correspondence detailing the loans procedure and potential fines for late returns and damages will be sent to all parents.

Loans will be requested in writing, and pupils should give notice of at least **five** working days. Pupils must obtain their parents' signatures on their equipment request.

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

Once the request has been reviewed and accepted, pupils will be 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 will be permitted to collect it.

If the equipment is no longer needed, pupils will notify the designated equipment lead as early as possible to allow the equipment to be made available to someone else.

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

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 will 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 remote learning purposes, their parents will be required to complete a Device Loan Agreement for Parents prior to the pupil taking the equipment off-site.

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

Overdue returns will incur a penalty fee – these costs will be outlined in the correspondence sent to parents.

When equipment is returned, the designated equipment lead will check all components and make sure it is in full working order.

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

The headteacher and designated equipment lead will 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 will attempt to allow appropriate time for the requester to fulfil the tasks for which they require the loaned equipment.

#### **4. Maintenance, service and storage**

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

Thorough checks of the equipment will be carried out **termly**.

**Regular** checks for updates will be carried out on all laptops and tablets, including updates for malware protection and age-restriction settings.

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

A list of all equipment will be retained

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

#### **5. [Updated] Online safety**

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

**[Updated]** All loaned devices will be adequately equipped to keep pupils safe online, e.g. by having safe search filters in place. The ICT Manager will check that filtering and monitoring systems work on devices before they are loaned to staff and pupils.

Pupils and their parents will not be permitted to remove any online safety features on the loaned device. The removal of these safety features will result in the termination of the loan, in line with the Acceptable Use Agreement.

The ICT Manager will ensure that the removal of online safety features on loaned devices is prohibited except by authorised users.

**[New]** All users will be made aware that their activity on school devices will be monitored and subject to review to ensure appropriate use.

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

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

**[New]** Routine checks to the school's filtering and monitoring systems will ensure that the system setup has not been changed or deactivated on any loaned devices. A log of all checks will be recorded.

**[New]** The school's filtering and monitoring provision for all devices will be reviewed at least annually to ensure it meets the needs of pupils and staff, reflects the school's use of technology and meets changing needs and potential risks.

## **6. [New] Device security**

All school devices will be protected with a correctly configured boundary, or software firewall. Firewall firmware will be kept up-to-date.

Authentication will be required to access sensitive school or network data. Accounts will only be provided with the access required for the purposes for which the device is loaned.

Anti-malware software will be in place to protect all devices, and it will be kept up-to-date alongside associated files and databases. The ICT Manager will ensure the school's anti-malware software:

- Is set up to scan files upon access, when downloaded, opened, or accessed from a network folder.
- Scans web pages as they are accessed.
- Prevents access to potentially malicious websites, unless risk-assessed, authorised and documented against a specific business requirement.

Staff and pupils will report any concerns about the security of the device, including possible cyber-attacks, to the ICT Manager as soon as possible.

## **7. Lost, damaged and stolen goods**

Pupils will be 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 will be held liable for any missing or damaged goods. Where the pupil's parent has 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 will test and carry out a visual check on all returned goods.

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

- If the damage is superficial, e.g. a scratch on the case or covering, there will be no charge.
- If the damage is more serious, the designated equipment lead will decide 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 will be sent to the pupil's parents.

The costs of the repairs will be reflective of the damage caused. Costs will be 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 must immediately report the matter to the local police to obtain a crime reference number. The pupil or their parent should inform the designated equipment lead at the earliest opportunity, no later than the scheduled return date of the equipment, and give them the police crime reference number.

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