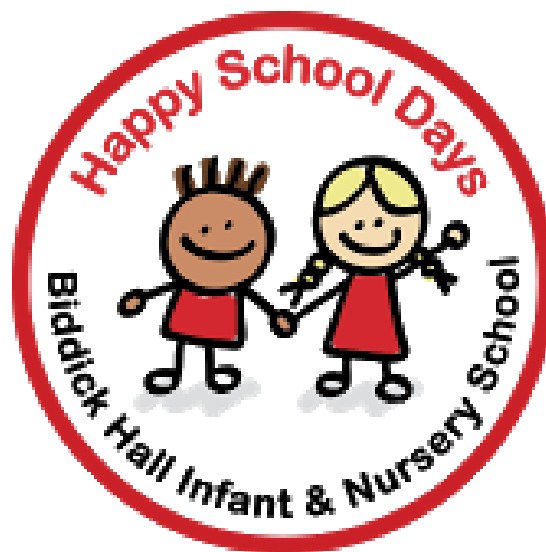


# Biddick Hall Infant and Nursery School



## Loan Equipment Policy

**Date policy approved by Governing body: Sep 2025**

**Date due for review: Sep 2026**

**Signed by Chair of Governors: B Foster**  
**Signed by Head teacher: J Storey**

## **Loan Equipment Acceptable and Responsible Use Policy**

This policy complements and supports South Tyneside's Remote Learning Policy and forms the basis of how the school will loan devices to households. This policy is designed for an equipment loan where the school retain ownership of any device.

At Biddick Hall Infant & Nursery School we are committed to using educational technology to improve and further the learning experiences and achievements of all of our pupils. Technology provides us with opportunities to inspire and motivate our young people to achieve their full potential and engage them fully in their learning. We believe that the use of technology will enhance everyday learning and teaching and in particular will:

- Raise educational attainment
- Create a pupil centred curriculum, which will provide engaging pupil centered lessons
- Enable pupils access to the most up to date educational resources
- Raise levels of engagement, motivation and interaction
- Improve facilitation of different learning styles
- Promote remote & independent learning
- Develop children's confidence levels

We recognise and encourage the safe use of technology in the home to promote remote learning.

This policy applies to all pupil users and parent/carers accepting it. It is intended to complement the school's wider e-Safety, Safeguarding and Behaviour Policies.

The following details define the proper use of the device both in and out of school hours.

### **Device Loan**

The school will retain complete ownership of the device.

If a child leaves the school the device must be returned to the school immediately.

Pupils should not loan or share the device with other people without the agreement of the school. Devices loaned and to be shared between pupils can be used by all of the pupils in the household. Parents should not use the device for non-educational related purposes (such as internet browsing, online shopping etc).

## **Passwords and Logins**

Children should take reasonable measures to secure access to the device by using a password.

Children are not allowed to remove the password from the device or share this password with anyone else except their parents/carers, and a designated member of staff (this will be requested during the initial set-up process).

## **Photographs and Images (still & moving)**

Photographs/Images stored on the device must be appropriate; the school reserves the right to randomly check any device for unsuitable content. Recording, photographing or filming of any other children or school staff is strictly forbidden, unless specifically permitted by the class teacher. No images or video material may be uploaded from any device to social networking sites.

Photos and videos should be deleted regularly by pupils for safeguarding and data storage reasons.

## **Software and Applications**

Children will not be given the ability to install or delete any applications on the device. The device will be locked down so that non-education related applications cannot be installed onto the device.

If this agreement is breached in any way, school may apply additional restrictions to the device to safeguard your child.

Applications provided by the school for educational use, remain the property of school at all times.

The School will provide software on the device. The Software originally installed by the school must remain on the device in a usable condition and be easily accessible at all times. From time to time, the school may add or modify software applications. The school's remote management system monitors all devices and may be flagged if inappropriate material is accessed at home. Periodic checks of the device will be made to ensure that students have not removed required software or downloaded applications which are deemed inappropriate (either by their age-restriction or content).

## **Internet Access**

The school will monitor and filter internet access.

The device provided has been set up to filter internet content. It must not be tampered with any any way to try and link to the internet unfiltered through a router or 4g dongle at home

Biddick Hall Infant & Nursery School will not accept responsibility for personal data that children store on their device. We assure you that we comply with the principles of the Data Protection Act; we will process any data lawfully and fairly and any data held will be kept secure and safe within our managed system and shall process the personal data for the purpose of educational provision, monitoring education provision and for the purposes of safeguarding children, reporting to the Department for Education and the Council.

The school uses google classroom virtual lessons and contact with teaching staff will only be made using these platforms.

### **Games, video conferencing and Social Media**

Children are permitted to access gaming sites at home on the device providing they:

- Do not violate any terms of this agreement
- Are age-appropriate
- Do not contain social networking of any kind (these sites are not permitted)
- Do not affect the amount of storage needed in order to run applications needed for educational purposes.

The device can be used to join a video conference with the class teacher via an approved platform designated by the school. These sessions will be set up by the school and monitored and controlled by them. Children are not permitted to create or continue in their own video conference sessions using the loaned device.

Social media of any kind is not permitted on the device. Filtering of internet access does not permit access to social media sites, sites with chat facilities, gambling sites, or other sites that are illegal or inappropriate for children.

### **Procedure for reloading software**

If technical difficulties occur, or inappropriate software/applications/content is discovered, the device will be restored to the default factory settings and additional restrictions applied to safeguard your child. The school does not accept responsibility for the loss of any software or data deleted due to a re-format and re-image.

### **Regular Software Updates**

Upgrade versions of licensed Software/Applications are available from time to time. These will be managed by the school.

## **Device identification**

The device will be labelled in the manner specified by the School. Equipment can be identified in the following ways:

- Serial Number or asset number badging
- The device will be named in accordance with school's procedures, and this must not be changed
- The school may enforce the enabling of Location Services on devices in order to locate devices. This will be used as a security measure to minimise loss or theft

## **Device Security**

All equipment will be managed centrally by the school. This management system allows the school to send out applications, reset passcodes, update software and set restrictions. This management system must never be removed from the device.

The equipment is installed with forensic software that monitors activity on the device. All keystrokes are continually monitored and a report generated detailing any activity that is suspicious or illegal or inappropriate. The report is sent to the designated member of staff at the school, usually the head teacher, who will then decide on what action to take.

The school's acceptable behaviour, bullying and exclusion policies apply to educational activities undertaken through remote learning. Pupils who breach the schools policies and acceptable behaviour standards could be subject to disciplinary action as if that behaviour took place within school.

The school's policies on safe online behaviour apply to educational activities undertaken through remote learning.

### **Legal & Proprietary**

All pupils and parents/carers should comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If any parties are unsure, they should seek advice. Use or possession of hacking software is strictly prohibited. Violation of the law may result in criminal prosecution or disciplinary action.

# Terms and Conditions of Equipment Loan

## Parent/Carer Responsibilities

Parents/carers are expected to talk to their children about the values and standards that they should follow on the use of the Internet, just as they do on the use of all media information sources such as television, telephones, movies, radio, iBooks etc.

### **Parents/carers are expected to:**

- ensure that their child keeps their device safe and uses them in accordance with the school policy outlined above
- ensure that their child uses their device in accordance with school policies
- allow their son/daughter to use their device at home to assist them with homework and wider learning, and to monitor and oversee use within the home setting
- to ensure their child's online safety by supporting the guidance provided by the school
- make every effort to ensure that the device does not incur damage, loss or theft.

### **Children are expected to:**

- Use the equipment in a responsible and ethical manner
- Obey general school rules concerning behaviour and communication that apply to technology use
- Use all computer resources in an appropriate manner so as to not damage school equipment
- Turn off and secure their device (with their passcode) after they are finished working to protect their work and information
- Report any inappropriate content or abusive language to a member of school staff immediately
- Make no changes to the device profile (this does not include changes to accessibility settings to support learning)

### **Activities specifically prohibited**

In addition to the school's wider policies on the acceptable use of the Internet, children are not permitted to:

- Illegally install or transmit copyrighted materials
- Loan their device to anyone else, unless specifically asked by a teacher

- Change device settings (exceptions include personal settings such as font size, brightness, etc.)
- Download vault or ghost applications to keep content hidden
- Download prohibited applications or those which are not age-appropriate
- Attempt to modify, upgrade or repair equipment issued under this policy
- Send or display offensive or inappropriate messages or material
- Use obscene language or content
- Be used for the purpose of bullying or excluding another child
- Cause deliberate damage to operating systems, devices, or other technology-related resources
- Use other people's passwords
- Download illegal content or material that is suspicious/inappropriate
- Upload any photo or video content taken to any social networking sites
- Use bluetooth or airdrop without permission from a member of school staff
- Use video streaming or messaging outside of an educational session

### Inappropriate Use

Any pupil who persistently refuses to cooperate, or violates any aspect of school policy, may face other disciplinary action deemed appropriate in keeping with the school's Behaviour Policy. Violations may result in disciplinary action up to and including suspension/expulsion for pupils. When applicable, law enforcement agencies may be involved.

## Coronavirus Outbreak

### Equipment Loan Agreement

Please read the Loan Equipment Acceptable & Responsible Use Policy that has been shared with you via email.

If you require a paper copy, please ask the school office, who will provide this for you.

Once you have read and agreed to the terms, please discuss this with your child so that they also understand how they are to use the equipment.

Please contact us if you have any questions.

We are loaning you this device for the benefit of your child in supporting and developing their education. With this device your child will be able to build on and enhance their skills, knowledge and understanding during the lockdown of schools in the Coronavirus outbreak.

1. The loan agreement exists between the school [or South Tyneside Council\*] and the Named Person who has signed this loan agreement.

Pupil Name:

Parent/Carer's Name & Address:

2. The device will be loaned to the named person for the duration of the period in which the child within their care is on the roll at Biddick Hall Infant & Nursery School

Device Type/Model:

Broadband/4G Type:

Device Serial Number:

Broadband/4G Serial Number:

At the end of the lockdown of schools pursuant to the emergency or when you no longer have a child on roll at Biddick Hall Infant & Nursery School you must return the device. We will inform you of the dates by when or on which the device must be returned.

3. Should you move address from the location you have given us, it is essential that you inform your school at the earliest opportunity.

4. You will be issued with a device and power supply. These remain the property of Biddick Hall Infant & Nursery School

5. You will not be able to install software and equipment such as printers and scanners on the device. At no point must you open the device casing and make changes to the inner hardware.
6. The device and the connectivity equipment (if supplied) must not be used for any illegal and/or antisocial purpose or any purpose not connected with your child's continuing education (such as general internet browsing/ domestic use/ online shopping).
7. The Council and the School have installed educational standard monitoring software on the device which will provide an equivalent level of safeguarding to a device used in the classroom. This monitors for key strokes, language and skin tones. The School will monitor and filter all internet access on the device. Monitoring checks are run automatically all of the time and reported to the school on a regular basis. You should make your child aware that this monitoring is taking place.
8. There may be occasions when we need you to return the device to school for upgrades and maintenance. Please note that because of these upgrades, it may be necessary to completely remove all information contained on the computer. Biddick Hall Infant & Nursery School cannot be held responsible for the loss or damage of any data on the device during this process. It is your responsibility to return the device to school for the upgrade and maintenance to take place.  
  
During this process, technical members of staff may view data or programmes on the device. You will be held responsible to the acceptable use terms and conditions at this point. You may want to remove personal data from the device before its return.
9. All requests for technical support and maintenance must go through Biddick Hall Infant & Nursery School
10. If your device is lost or stolen you must immediately report it to the police and get a crime reference number. You must immediately report this to us; we will make every effort to replace the device when we are able.
11. If your device is accidentally damaged, immediately contact us. We will do our best to repair the damage, if this is not possible, replacement will be on a case by case basis.
12. You have a responsibility to take reasonable care to ensure the security of the device and connectivity equipment and must take reasonable steps to avoid them being damaged.
13. You must not decorate or change the external face of the equipment provided in any way, including affixing stickers.

14. Reasonable health and safety precautions should be taken when using the device. The school is not responsible for any damage to person or property resulting from the device or connectivity equipment loaned.

15. The school is not responsible for any costs resulting from the use of the device and the connectivity equipment, including electricity, printer cartridges, paper or any cost occurring from an internet service not provided by the school.

16. The device and connectivity equipment must be used only for the continuing education of the child or children named in this Loan Agreement. The device and connectivity equipment must not be further loaned to or shared with anyone outside of the household.

17. The School's acceptable behaviour, anti-bullying and exclusion policies apply to activities undertaken through remote learning on the loaned device. Pupils who breach the School's policies and acceptable behaviour standards could be subject to disciplinary action as if that behaviour took place within School.

I, the parent/carer, have read or had explained and understand the terms and conditions in the home loan agreement and I have read or had explained and understand the terms of the School's Acceptable Use Policy. I understand that by breaching the conditions the loan of the device and connectivity equipment may be withdrawn by the school.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

School Address: