



Kemnal  
Technology  
College



# DEVICE LOAN AGREEMENT POLICY

This Policy was reviewed:

**July 2023**

The Policy will next be reviewed by TKAT &  
Kemnal Technology College by:

**March 2025**



This document is for reference purposes only and should be read whilst completing the [Google Form agreement that can be found by clicking here](#).

The Google Form must be completed by the user to confirm that they understand and agree to the content outlined in this 'Device Loan Agreement'

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## **INFORMATION: DEVICE MONITORING AND MANAGEMENT**

**All portable computers are installed with:**

- ❖ Content Filter - [Smoothwall](#)
  - This will:
    - Block inappropriate web content both at work/school and offsite (e.g. at home)
    - Report any blocked content to the school's Designated Safeguarding Team and IT support
- ❖ Antivirus - [Sophos Intercept X](#)
  - This will:
    - Protect the device from any cybersecurity threats
    - Alert the IT Team if a breach occurs
- ❖ Device management software - [Senso](#)
  - This will:
    - For student devices it will allow teachers to monitor and control the device. This should only be used in the classroom and only as part of an effective Teaching and Learning Strategy
    - For all devices it will allow IT technicians to remotely offer help and fix devices where possible
  - Please note:
    - A teacher or IT technician can only take control of the device when the user gives permission
    - Staff device screens cannot be viewed without the user first accepting permission on screen in order to grant access



**All tablets and mobile devices are managed by a MDM (Mobile Device Management) solution.**

1. [Hexnode MDM](#) manages: Mobile Phones, Android tablets and Apple Mac devices
2. [JAMF MDM](#) manages: iPads
  - ❖ These will allow:
    - Update of the device OS for increased security and protection
    - Install school/trust apps as required
    - Block inappropriate or unsafe apps from being installed
    - Lock and wipe data in the event the device is lost or stolen

**All mobile phones SIM contracts are under TKAT's trust contract.**

- ❖ These contracts offer:
  - Either O2, Vodafone or EE connections
  - 2gb data - each contract comes with 2gb that is added to an overall TKAT data pool for all users to access as they require
  - Free UK landline, mobile calls and texts to mobiles
- ❖ Please note:
  - Staff won't be restricted from exceeding the allocated 2gb data
  - Usage and itemised call reports will be reviewed each month
  - 084 numbers are charged at a rate of around £1 per minute
  - Charges are applied for Overseas calls
  - Staff will be asked to pay back costs incurred that have not been pre-approved by their line manager
  - Bars (restrictions) will only be applied on request of a line manager

**USER AGREEMENT: STUDENTS ONLY**

By signing this agreement, I understand and agree that:

- ❖ All equipment will be recorded as 'checked out' to the named person on the TKAT IT asset register
- ❖ I will not loan the equipment to any other person or friend outside of school
- ❖ I am fully responsible for the equipment at all times whether both in school and out of school
- ❖ If the equipment is damaged, lost or stolen, I will immediately inform my teacher or year group lead so they can inform the IT team. If the equipment is stolen, my parents/carers will immediately inform the police before reporting the crime number to the school/IT Team
- ❖ I will return any damaged equipment to the IT Team for repair; ensuring that the warranty is not voided by unapproved repairs



- ❖ Where the loss or damage is a result of either negligence or malicious actions, my parents/carers may be required to pay for a replacement or repair
- ❖ I will return the device to school when requested

<b>SIGNED</b>	
<b>DATE</b>	

## **USER AGREEMENT: STAFF, GOVERNOR AND OTHER ADULT ROLES ONLY**

By signing this agreement, I understand and agree that:

- ❖ All equipment will be recorded as 'checked out' to the named person on the TKAT IT asset register
- ❖ I will not loan the equipment to any other person or friend outside of work - if I lend the device to a work colleague whilst at work, I remain responsible for any damages or loss that may occur
- ❖ For mobile phone loans: I will only use hands free to make and receive work calls whilst driving and only if safe to do so
- ❖ I will not join meetings remotely whilst driving, but will wait until I arrive at my destination or pull over in a safe area to park before joining
- ❖ I am fully responsible for the equipment at all times whether onsite or offsite
- ❖ If the equipment is damaged, lost or stolen, I will immediately inform my line manager and the IT support team. If the equipment is stolen, I will also immediately inform the police
- ❖ I will return any damaged equipment to the IT Team for repair; ensuring that the warranty is not voided by unapproved repairs
- ❖ Where the loss or damage is a result of either negligence or malicious actions, I may be required to pay for a replacement or repair
- ❖ I will return the device to my place of work at the end of my employment, or sooner if required for upgrade, repair or replacement

<b>SIGNED</b>	
<b>DATE</b>	