



Arthur Terry
**Learning
Partnership**

Policy: Device Loan Agreement

Aim: Provide understanding of agreement to provide an ATLP device to a staff/student member

Document Control

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Related Policies	Staff / Student Acceptable Use Policy Bring Your Own Device Policy GDPR Policy Social Media Policy E-safety policy	
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ATLP Policy

At the ATLP schools' discretion, a device may be provided to a staff to student member to help them carry out their duties or learning.

This Acceptable Use Policy is intended to ensure:

- That the staff/student understands their requirements and responsibilities when loaning a device from the ATLP

Device Loan Agreement

It has been agreed that the ATLP will loan a digital device to the signatory on this document:

- I understand that the device remains the property of the Arthur Terry Learning Trust
- I am responsible for this device until the loan agreement ends or is ended
- I will use it adhering to the guidelines set out in the following policies:
 - ATLP Acceptable Use Policy
 - Bring Your Own Device Policy
 - ATLP GDPR Policy
 - Social Media Policy
 - ATLP E-safety policy
- I understand that the ATLP can request return of the device at any time.
- I understand and accept that the Trust will fully monitor my use of the school digital technology and communications systems, including my use of this device.
- I understand that the device is for use solely in my position as an ATLP member of staff/student
- I understand that my use of the device will be restricted and to install new applications I must see a member of the ICT team, or if I have a compatible device, I may be permitted to install applications with prior approval from the ATLP ICT team.
- I am responsible for all data created on the device for the duration of the loan agreement.
- I will always lock/secure my device when it is not in use.
- I will take reasonable care so that the device is not at risk of damage or theft. I understand that the device is not covered under the ATLP insurance policy and if the device is lost or stolen through my lack of care I may be required to pay for its replacement.
- I understand that should the device become faulty, one of the possible fixes may be to return the device to its factory shipped state. Therefore it is my responsibility to ensure that any data I keep on it is backed up, or synchronised to a location that is backed up (network Home Directory, OneDrive).
- I will report any fault or damage, accidental or otherwise, to the ICT team immediately. I will also report any fault with software.
- I will report if the equipment is lost for any reason to the ICT team immediately
- I will report any faulty or non-working software to the ICT team immediately.
- If I leave the ATLP, I agree to return the device and any associated peripherals on or before my leaving date.

I have read and understand the above and agree to the guidelines set out in this document.

Device:	
Serial Number:	

Peripherals included (e.g. charger, mouse)	
Loanee (Print Name)	Signed: Date:
Authorised by (Print Name)	Signed: Date: