Schools considering loaning school devices from their own school device inventory must ensure that sending out devices will not disadvantage students attending school. If there are sufficient machines to facilitate loan, then schools should ensure there are signed acceptable use agreements and loan agreements.

Loan agreements should cover:

* Devices remaining the property of the school.
* Appropriate use of school software (operating system and applications), including ensuring critical updates run.
* The return of faulty / broken devices to school for appropriate repair / disposal. (Third party repair should be prohibited).
* Data saving – data to be saved to the school network and not to individual devices.
* Prevention of access / downloading illegal content or material that is suspicious/inappropriate.
* Deliberate damage to operating systems, devices, or other technology-related resources.

Additional considerations:

* All devices should be clearly identified by appropriate asset markings and serial numbers.
* Logon credentials should be user specific and end-users should not be provided with device admin access.
* Users with loaned devices covered by school IT support, need a clear reporting mechanism for faults/issues.
* Users should **not** be provided with access which allows the installation or modification of applications.
* Devices should be PAT tested prior to distribution for home use
* The school should make clear whether internet access will be monitored or filtered by the school.
* Schools enabling monitoring, forensic software, key loggers, or location services on devices (in order to locate lost devices) should make this clear in any agreements.

Donated Devices

Schools considering receiving donations of old devices should consider the age of devices. Out of date devices may be potentially dangerous to network security and could put the school at risk.

Consider the value to pupils and the benefit for learning the devices will provide. In some instances, it may not be economically viable to process donated devices, especially if the school does not retain on-site IT support.

Devices donated and accepted by the school are the responsibility of the school.

Previous owners should sign a ‘Transfer of ownership’ form, to formalise this and protect both parties.