

**Coláiste Phobail Leamhcáin**  
**Lucan Community College**



Céide na hEascaí, Leamhcán, Co. Átha Cliath  
Esker Drive, Lucan, Co. Dublin, K78 TF67

Guthán / Telephone: 01 6282077

Facs / Fax: 01 6282117

Idirlíon / Internet: [www.lucancc.ie](http://www.lucancc.ie)

R-Phost / E-mail: [admin@lucancc.ie](mailto:admin@lucancc.ie)

Príomhoide /Principal: Diane Birnie

Príomhoidí Tánaisteacha/Deputy Principals:  
Andrew Purcell/Stephen Brett/Gráinne Malone

## **ICT Loan Policy 2020**

**Last updated:**

**Ratified by Board of Management:**

## **Use of ICT equipment in Lucan Community College**

This policy is based on current advice from DDLETB's Information and Communication Technology (ICT) Department as a support to schools, colleges, centres and FET services regarding the loaning of IT Equipment to staff and students.

Borrowers of ICT equipment must ensure that they are familiar to the ICT acceptable use policy of the school and of DDLETB, DDLETB's General Data Protection Regulations (GDPR), Lucan Community College's Child Protection Policy and Procedures as well as this ICT Loan Policy. These and all other school policies apply when using borrowed ICT equipment offsite.

### **Definitions**

ICT equipment: includes laptops including hybrid devices that can be converted into tablets, tablets including iPads, Surface Pros, Chromebooks, etc., personal computers and associated peripheral equipment including speakers, video cams, keyboards, bags, mice, stylus pens, etc.

ICT coordinator: the post holder in school who has this role.

Digital Leaders: those staff in the college who provide digital support of administration and teaching and learning activities.

### **Conditions of Loan**

The ICT equipment of Lucan Community College may be required by a staff member or student for use outside their usual place of work/learning. Such equipment may be provided on loan to staff/students who:

- Need to perform work including planning, preparation or delivery of lessons
- Need to access technology during field trips, school tours or other off-site activities
- Need to access online inservice/conferences/meetings and/or take notes/minutes
- Need to make presentations at meetings/conferences
- Need a computer while their own computer is unavailable while being serviced
- Need equipment as part of a DDLETB project
- Need to complete computer based schoolwork outside of the school building and do not have suitable access to a computer at home

Lucan Community College may also decide to loan ICT equipment to various students on a case by case basis in certain circumstances including for purposes of providing support in cases of identified Additional Needs and where the NCSE has approved funding for this purchase or if the student is engaged in remote learning on HSE or medical instructions or due to school closure but do not have appropriate access to a device in the home.

The equipment remains the property of Lucan Community College and must be used in compliance with this policy and with the Acceptable Use Policy of the college and of DDLETB. Borrowers should also make themselves aware of the college and DDLETB GDPR policy.

Borrowers are liable for the equipment until they return it and they are responsible for protecting the equipment from loss, damage and unapproved configuration changes.

This policy defines the responsibilities of the borrower. Staff and students must agree to the terms in the policy by reading and signing a copy of ICT Loan Agreement Form. The agreement form is valid for the length of time agreed for the period of the loan. The ICT coordinator will keep a signed copy on file for future reference.

Staff and students are required to report any problems with the equipment during the loan period. If the borrower does not return the equipment by the predetermined deadline, the ICT coordinator will contact the borrower (or parent/guardian of a student) to request its immediate return.

The student loan agreement (Appendix 4) must be completed and signed by student and parent/guardians (for under 18 student) before the device is collected and the staff loan agreement (Appendix 5) must be completed by the staff member prior to collecting the device.

## **Damaged equipment**

Borrowed equipment which is lost, damaged or excessively late will result in the borrower being responsible for the cost of the full replacement of the borrowed item. The cost of replacement and/or repairs will be the sole responsibility of the borrower. Details on the DDLETB insurance policy can be read in Appendix 3.

## **Contact, collection and return of equipment**

All loan arrangements should be made through the ICT coordinator. It is the borrower's responsibility to test and verify that the equipment is functioning properly. The working condition of the equipment will be assessed upon its return.

## **Maintenance**

The borrower is liable for damages caused by:

- Unreasonable use, abuse, neglect of or alterations to the equipment
- Improper service, improper installation, improper connections with peripherals.

The borrower should contact the ICT coordinator to seek advice when needed and to notify them of any problems encountered during the loan period.

## **Security**

User are responsible for taking proper care of equipment. In order to avoid damage, loss or theft the following guidelines should be followed:

- Airports – never leave the equipment unattended. DO not check the equipment as baggage. Exercise diligence by watching the equipment as it passes through any security devices.
- Vehicles – keep the vehicle locked and the equipment out of view (e.g. in a locked boot rather than in the body of the car). Ensure that the equipment is securely stored so that it does not slide when driving. Avoid storage of the equipment in a vehicle during very hot or very cold weather.
- Outside the workplace – the device can only be accessed using your school username and password. This information must not be shared with others. The school equipment may have access to sensitive data and should not be used by anyone other than its registered borrower.
- Outside the home – keep the device stored securely and out of sight of others when not in use.

If the equipment is lost or stolen, a written/email report must be sent to the ICT coordinator within 24 hours. An official report must be made to the Gardaí if the equipment has been stolen.

### **Appropriate use of equipment**

- Users must ensure that all data is stored in their cloud-based storage and are responsible for performing their own data backups. A weekly backup is advised.
- Memory space is limited. Work/learning related content must take precedence over personal content.
- ICT devices are linked to the school network and periodic monitoring of wireless activity may take place
- All material stored on the device must adhere to the college and DDELTB Acceptable Use Policy. Borrowers should not send, access, upload, download or distribute offensive, threatening, pornographic, obscene or sexually explicit materials.
- Use of the college/DDLETB internet/email accounts or devices for financial or commercial gain or for any illegal activity is prohibited.
- Your username and password must be kept confidential as must any logon details for access to school systems, platforms or apps. Any access or security breach must be reported to the ICT coordinator and Principal immediately.
- Any attempt to destroy hardware, software or data is prohibited
- Any attempt to remove limitations or restrictions placed on the borrowed equipment, to remove pre-installed software or to take actions that make the device less secure are strictly prohibited.
- Inappropriate media may not be used as a screensaver or background image
- The borrower is responsible for the setting up and use of any outside school connections to the internet and no support for this can be provided by the IT coordinator.

## **Return of equipment**

On return of the equipment the technology will be reset to initial conditions in preparation for lending to a new user. All data will be deleted and will no longer be available. Users must ensure that all data is stored in their cloud-based storage and are responsible for performing their own data backups. A weekly backup is advised. The ICT coordinator and school is not responsible for any data lost due to deletion on return or due to loss, damage or theft of the equipment during the period of lending.

This document includes the following appendices:

Appendix 1: DDLETB ICT Equipment Loan Policy for Windows Devices

Appendix 2: DDLETB ICT Equipment Loan Policy for iPad Devices

Appendix 3: Overview of Insurance for ICT Equipment Loans

Appendix 4: Student ICT Loan Agreement

Appendix 5: Staff ICT Loan Agreement

## Appendix 1: DDLETB ICT Equipment Loan Policy for Windows Devices

DDLETB’s Digital Connect team will collaborate with local Digital Leaders and School Management within all schools, colleges, centres and FET services to review the policy on ICT equipment loans. The technical aspects of this policy are outlined below and can be clarified on request through the school ICT coordinator.

ICT Equipment Loan Policy for Windows Devices:

<b>Rule</b>	<b>Info/Rationale</b>	<b>Learner</b>	<b>Staff</b>
Schools, colleges, centres and FET services shall engage with the lead engineer before deploying the laptop as it must be reconfigured.	To remove devices from internal school networks where the device is not under Wriggle Management	Yes	Yes
Laptop will have a local account with Administrative privileges	To allow user to install and upgrade with external support	Yes	Yes
TEAMS can be used for remote support in exceptional circumstances	SHARE of desktop alleviates need for remote access software licenses	Yes	Yes
The device should be Windows 10, thus DEFENDER will suffice for Anti Virus	Windows 7 is end of life and alleviates needs for AV software licenses	Yes	Yes
Office should be removed allowing user to click install office from their O365 account	Learners are licensed for O365 and this is best practice	Yes	Yes
GOOGLE Chrome browser shall be added	Tends to be the default browser	Yes	Yes
The laptop will be completed imaged and all data wiped upon return	To avoid security risks to internal networks	Yes	Yes
Devices are primarily deployed for cloud purposes	Addresses data storage issues and allows deployment of lower specification devices	Yes	Yes
Note any peripherals supplied with the device including chargers, covers, etc.	Peripherals are costly to replace whilst easily lost	Yes	Yes
Under no circumstances are staff laptops to be redeployed without a full reimage	Avoid the serious security risk of learners accessing staff data or passwords, etc.	Yes	Yes
The laptop should be encrypted with BITLOCKER	TBC	TBC	TBC



## Appendix 2: DDLETB ICT Equipment Loan Policy for iPad Devices

DDLETB’s Digital Connect team will collaborate with local Digital Leaders and School Management within all schools, colleges, centres and FET services to review the policy on ICT equipment loans. The technical aspects of this policy are outlined below and can be clarified on request through the school ICT coordinator.

ICT Equipment Loan Policy for iPad Devices:

<b>Rule</b>	<b>Info/Rationale</b>	<b>Learner</b>	<b>Staff</b>
Schools, colleges, centres and FET services shall ensure that the device is under Wriggle Mobile Device Management (MDM).	Ensure that device may be managed remotely using JAMF, our device management platform	Yes	Yes
Schools, colleges, centres and FET services shall ensure that the device is the appropriate student or staff profile under MDM.	Staff profiles feature less restrictions than student profiles	Yes	Yes
Note any peripherals supplied with the device including chargers, covers, etc.	Peripherals are costly to replace whilst easily lost	Yes	Yes
Under no circumstances are staff profile iPads to be redeployed without conversion to student profile	Avoid the serious security risk of learners accessing staff data or passwords, etc.	Yes	Yes



## Appendix 3: Overview of Insurance for ICT Equipment Loans

DDLETB's Digital Corporate Services team is responsible for insurance matters. DDLETB's ICT Department offers this information as a guide only.

### Insurance Guide

IPB has confirmed that they can cover ETB owned laptops and tablets in the custody and control of learners and staff subject to the normal terms and conditions of the policy. IPB will require DDLETB to provide the numbers and total value of the laptops and tablets in order to endorse the policy.

In relation to the terms and conditions, some exclusions that apply are:

- The policy will not allow for betterments, so in terms of replacements, the policy will only cover like for like;
- The policy does not allow for any repairs that are recoverable under the warranty of the equipment;
- Only repairs carried out with the consent of DDLETB are covered, i.e. if the user arranges to repair the device this is not covered. All repairs must be done through or with the consent of DDLETB;
- All devices and peripherals must be stored correctly and generally not abused in any way;
- A section is included regarding unattended devices – e.g. users cannot leave them unattended in the interior of a car – they must be concealed from view.

An excess is the sum of money which is paid whenever a claim is made on an insurance policy. Normally, the policy excess is deducted from the total settlement that a claimant receives from an insurer.

The current excess of the IPB policy for loans of laptops and tablets is as follows:

- Theft of portable computer equipment   €317
- All other claims i.e. repairs/damage       €125

Usually, this excess must be paid by the borrower/user.



## Appendix 4: Student ICT Loan Agreement Form

<b>OFFICE USE ONLY</b>	STAFF NAME:
DEVICE NAME: Dell Latitude 3310	STOCK NUMBER:
SERVICE TAG:	PERIPHERALS:

I \_\_\_\_\_ (Full Name in Block Capitals)

as a student of Lucan Community College, hereby agree to the following terms and conditions when borrowing ICT equipment from the school resources.

### ***Collecting and return of equipment***

- The equipment must be collected and returned to the ICT coordinator.
- The equipment has been tested prior to loan and verified to be functioning properly.
- On return, the equipment will be reset to initial conditions in preparation for lending to a new user. All data will be deleted and will no longer be available.

### ***Damage or loss of equipment***

- I am responsible for all damages due to accident, neglect, abuse or loss of the equipment once I have collected it
- In the event of damage or loss, I will cover the full replacement value and/or all costs associated with repair or replacement of the equipment borrowed
- I will return equipment to the school when requested by school personnel to do so
- I am responsible for reporting any damages or equipment malfunctions to the ICT coordinator immediately and will not attempt to repair the equipment myself or bring it to a repair centre.

I certify that I have read and understood my responsibilities related to the loan of this equipment and will follow the policy to the best of my ability.

\_\_\_\_\_  
Signature (student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Date



## Appendix 5: Staff ICT Loan Agreement Form

<b>STAFF USE ONLY – Please complete this at the handover meeting</b>	STAFF NAME:
DEVICE NAME: Dell Latitude 3310	STOCK NUMBER:
SERVICE TAG:	PERIPHERALS: Mouse: <input type="checkbox"/> Pen: <input type="checkbox"/>

I \_\_\_\_\_ (Full Name in Block Capitals)

as a staff member of Lucan Community College, hereby agree to the following terms and conditions when borrowing ICT equipment from the school resources.

### ***Collecting and return of equipment***

- The equipment must be collected and returned to the ICT coordinator.
- The equipment has been tested prior to loan and verified to be functioning properly.
- On return, the equipment will be reset to initial conditions in preparation for lending to a new user. All data will be deleted and will no longer be available.

### ***Damage or loss of equipment***

- I am responsible for all damages due to accident, neglect, abuse or loss of the equipment once I have collected it
- In the event of damage or loss, I will cover the full replacement value and/or all costs associated with repair or replacement of the equipment borrowed
- I will return equipment to the school when going on a period of leave, when ending my employment or when requested by the ICT coordinator and/or school management to do so
- I am responsible for reporting any damages or equipment malfunctions immediately

I certify that I have read and understood my responsibilities related to the loan of this equipment and will follow the policy to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date