



Loan of Equipment Policy – (Student)

Policy Reference	
Committee	Resources
Completed Review Date	May 2026
Policy Owner	Business and Finance Manager
Ratified by Governors	
Next Review Due	May 2028

Signed by Principal	
Signed by Chair of Governors	

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed when there are changes in the law or at least every two years, to assess implementation and effectiveness in line with DfE guidance September 2022.

Contents

Signed by Principal:	Page 1
1. Purpose and Scope:	Page 3
2. For Schools:	Page 4
3. For Students & Parents:	Page 4
4. Safeguarding and Online Safety:	Page 5
5. Device Security:	Page 5
6. Data Protection Statement:	Page 6
7. Return of Equipment:	Page 6
8. Student Equipment Loan Agreement:	Page 6
9. Student Declaration:	Page: 7
10. Parent/Carer Declaration:	Page: 7
11. Confirmation Acceptance of Use Policy	Page: 8
12. School Authorisation:	Page: 8

1. Purpose and Scope

Items of equipment belonging to the Trust (including its academies), for example laptops, cameras or musical instruments which are to be removed from academy premises must be recorded in a "Register of Equipment Loans", which must be signed by the academy's Headteacher/Finance Officer, and completed by the person borrowing the equipment (or their guardian if under 18) and the Headteacher. A copy should be retained by the school. All copies to be kept in a central loans register to be held within the School Office or IT Services Department.

The school may loan equipment including, but not limited to:

- Laptops and tablets
- Chromebooks
- Musical instruments
- Cameras
- Audio-visual equipment
- Specialist curriculum equipment

The purpose of the loan is to support learning, homework, coursework, revision, educational visits and participation in school activities.

The equipment remains the property of the Trust and may be recovered at any time.

Equipment may only be taken off-site where approval has been granted by the Headteacher or their delegated representative.

The person borrowing the equipment must ensure that they have adequate insurance cover in place to pay for a replacement item should it be lost, stolen or damaged while it is on loan. All reasonable care should be taken with school equipment. Property should not be left in vacant vehicles at any time.

All property should be returned promptly - within 7 days of the end of the loan agreement period.

All IT equipment will be protected with mobile device management (MDM) installed on them by the school IT team before they will be given access to the network. The software monitors activity on the devices and network usage at all times.

Students should have no expectation of privacy when using school-owned devices. The school may monitor, manage, update, restrict, lock or remotely erase school-owned devices where necessary for safeguarding, security or operational purposes.

The ODBST “Register of Equipment Loans” form follows.

There are two forms, one used by an academy and one used by the Central Team.

2. For Schools use (AIT)

ODBST Register of Equipment Loans

Equipment Type	Manufacturer/Name	Serial Number

3. For Students & Parents

Students borrowing equipment must:

- Use equipment primarily for educational purposes.
- Follow all school behaviour, ICT and acceptable use policies.
- Take reasonable care of the equipment.
- Keep equipment secure when not in use.
- Report any loss, theft, damage or malfunction immediately.
- Ensure equipment is returned on request.
- Not lend equipment to another person.
- Not attempt to modify, repair or alter the equipment.
- Not remove security markings, labels or asset tags.

Students must not leave equipment unattended in public places or visible within unattended vehicles.

Parents and carers agree to:

- Support their child in using the equipment appropriately.
- Ensure equipment is stored securely at home.
- Notify the school as soon as possible if equipment is lost, stolen or damaged.
- Ensure equipment is available for inspection, maintenance or software updates when requested.
- Return equipment promptly when requested by the school.

The school recognises that accidents can occur. Each incident will be considered on its individual circumstances.

Where laptops, tablets or similar devices are loaned:

Students must:

- Use the device in accordance with the school's Acceptable Use Policy.
- Access only appropriate educational content.
- Keep passwords confidential.
- Not attempt to bypass security or filtering systems.
- Not install unauthorised software or applications.
- Not access, create or distribute inappropriate, offensive or illegal material.

The school reserves the right to monitor usage in accordance with its safeguarding and data protection responsibilities.

4. Safeguarding and Online Safety

Students must use loaned equipment safely and responsibly.

Any concerns relating to the following must be reported to the school immediately

- Online bullying
- Inappropriate content
- Grooming risks
- Harmful communications
- Cyber security incidents

5. Device Security

The school is committed to protecting students, staff, school systems and personal data from unauthorised access, loss and cyber-security risks.

Filtering, monitoring and security controls may remain active on school devices both on and off site.

Student Responsibilities

Students must:

- Keep all usernames, passwords and PINs confidential.
- Use strong passwords that cannot easily be guessed.
- Not share passwords, security codes or login credentials with other students, friends or family members.
- Lock or sign out of devices when not in use.
- Report any suspected unauthorised access to their account immediately.
- Store devices securely when travelling to and from school.

- Keep devices charged and in good working order.

Students must not:

- Attempt to disable security software, filtering or monitoring systems.
- Circumvent school network controls or internet filtering.
- Access another person's account without permission.
- Modify security settings on school-owned devices.
- Install unauthorised software, applications or browser extensions.
- Use VPNs, proxy services or other methods to bypass school safeguards.

School Security Measures

The school may implement security measures including:

1. Password protection and account management.
2. Web filtering and monitoring systems.
3. Anti-virus and anti-malware protection.
4. Device encryption where appropriate.
5. Remote management software.
6. Security updates and software patches.

Students must not interfere with these measures.

6. Data Protection Statement

The school processes personal information in accordance with UK GDPR and the Data Protection Act 2018. Students must keep passwords secure and report any suspected breach immediately.

7. Return of Equipment

Equipment must be returned:

- At the end of the loan period.
- Upon request by the school.
- When the student leaves the school.
- Following extended absence if requested.

All accessories, chargers, cases and peripheral equipment must also be returned.
Failure to return equipment may result in further action being taken by the school.

8. Student Equipment Loan Agreement

I understand: (1) that the property I am borrowing remains in the ownership of Chiltern Hills Academy and confirm that I have received a copy of the policy for the loan of school equipment; (2) I agree to take all reasonable care of the property and return it by the date

specified above; (3) The school reserves the right to seek a contribution towards repair or replacement costs where loss or damage results from deliberate misuse, negligence or failure to comply with this policy; (4) I confirm that I have home insurance to cover the property within our home and will be responsible for any required claims, including excess policy payments; (5) that the equipment is insured by the school for accidental damage and theft only providing it remains in the school.

I confirm: (1) that the equipment will be insured during the journey to my home and will not be left in any vehicle unattended.

Student Name: _____

Year Group: _____

Description of Equipment: _____

Reason For Loan: _____

Asset/Serial Number: _____

Issue Date: _____

Expected Return Date: _____

Name of person authorising the loan: _____

9. Student Declaration

I agree to:

- Use the equipment responsibly.
- Follow school policies and instructions.
- Take reasonable care of the equipment.
- Report any loss, theft or damage immediately.
- Return the equipment when requested.

Student Signature: _____

Date: _____

10. Parent/Carer Declaration

I have read and understood the Loan of Equipment Policy and agree to support my child in complying with its requirements.

Parent/Carer Name: _____

Signature: _____

Date: _____

11. Confirmation Acceptance of Use Policy

I have read and understood the Acceptance of Use Policy and agree to support my child in complying with its requirements.

Parent/Carer Name: _____

Signature: _____

Date: _____

12. School Authorisation

Authorised by: _____

Position: _____

Signature: _____

Date: _____