

**Staff Device Loan Agreement**

**March 2021**

Staff (and Volunteer) Device Loan Agreement

All staff and volunteers who have a device on loan from college must comply with this policy.

Introduction

Unity College provides portable devices to staff and volunteers to assist in the delivery of teaching and learning. A desktop is fitted in every classroom which is connected directly to the interactive whiteboard. However, the portable devices may also be used to connect wirelessly ONLY to the whiteboard to provide a more interactive style of teaching. The device SHOULD NOT be connected to the whiteboard using the desktop wires.

Use of the Device

You may use this device both within and outside of college but please note the following:

* The device remains the property of Unity College and is for the use of the member of staff that it is issued to. Upon leaving Unity College the member of staff must ensure the device is returned to the Data & Systems Manager.
* The college’s corporate insurance policy covers all devices whilst in the college premises. If the device is taken home, the member of staff must ensure that there is adequate insurance cover to protect the college against any loss or damage.
* Whilst you have certain administrative privileges to install some software packages on your device, please bear in mind that many free software programmes also include unwanted toolbars etc. – these should not be installed, wherever possible. If in doubt, please see the Data & Systems Manager.
* Anti‐virus software is installed on the device and the college’s IT providers regularly update and maintain this, and other software.
* Under no circumstances should the member of staff attempt to fix hardware faults. If there is a hardware or software fault with the device it must be sent immediately to the ICT Support Team.
* Unity College will not be responsible for paying for any internet service charges.
* College policies regarding the appropriate use, data protection, computer misuse and health and safety must be adhered to by all users of the device. It should be noted that portable devices are not suitable for regular periods of prolonged use – if you feel you use the device for regular periods of prolonged use please contact the Data & Systems Manager to have an appropriate DSE Risk Assessment carried out.
* You must not allow students to use your device whilst logged in under your logon details – staff logons have certain administrative privileges to alter settings and also have access to internet sites that students are denied access to.

I have read and understand the above and agree to use the device (both in and out of college) within these guidelines.

Device Make/Model

Device Serial Number

Device Asset ID

Staff / Volunteer Name

Signed

Date