Student IT Equipment Loan Agreement

General IT rules

1. You may only use the IT equipment loaned to you in accordance with DN Colleges Group's Acceptable Use Policy for ICT Systems. The full policy can be read on the College website and a summary is attached.
2. You must not alter or upgrade the IT equipment loaned to you.
3. You must not install, or attempt to install, unlicensed software onto the equipment.
4. You must not compromise the security of the loaned equipment or any network to which it is attached.
5. **This device is monitored by our filtering and monitoring system, any inappropriate content accessed or flagged is sent to the Safeguarding team.**

Keeping IT equipment secure

1. You are responsible for the security and usage of your device. You will be liable for any inappropriate activity carried out on your device either by you or others, please ensure you:
   - Do not leave your device unlocked and unattended.
   - Do not allow anyone else to use the equipment loaned to you.
   - Do not share your logon details with anyone.
2. In the event of theft, IT equipment will only be deemed stolen if you are able to provide the Helpdesk with a crime number.

Care & Return of loaned IT equipment

1. The IT equipment loaned to you is the property of DN Colleges Group.
2. You must not transfer the IT equipment loaned to you to anyone else, nor dispose of it in any way.
3. You are responsible for any care of the IT equipment loaned to you. Any loss or damage must be reported to the IT Helpdesk immediately.
4. You are responsible for the prompt return of the IT equipment at the end of June each Academic year unless specified otherwise, or when you are asked to return it by a member of College staff. If you decide to re-enrol in September and you still need IT equipment your tutor can make a further request.
5. If you do not return the equipment when requested, or if you damage it through misuse, the College will seek to recover the replacement costs outlined below from you.

Description of equipment

Asset Number or Sim No: _____ Asset Serial No. (or IMEI) _____

Asset Make & Model: _____ Asset Phone No: _____

Replacement cost of device: _____ Return Date_____

_____

Issued to: **PLEASE PRINT**

Student Name:_____ Student Reference No.:_____

I agree to the above Terms and Conditions and acknowledge receipt of the equipment described above.

Date Issued_____ Signed_____ IT Engineer signature_____

Date Returned_____ Signed_____ IT Engineer signature_____

Acceptable Use Policy for ICT Systems - Summary

College IT facilities are to be used for work and research. When using these facilities, you must not:

- Purposefully mistreat systems or tamper with systems and their normal set-up or operation, including the removal of any labels, markings or instructions attached to equipment.
- Load software without the agreement of the Helpdesk
- Create or transmit (other than for properly supervised and lawful research purposes) any offensive, obscene, or indecent images, data or other material.
- Introduce "viruses", "worms", "trojan horses" or other programs which have a harmful or nuisance affect.
- Create or transmit material which is designed or likely to cause annoyance, inconvenience, or needless anxiety.
- Create or transmit defamatory material.
- Share or document staff or learners' personal data in a way that contravenes the data protection act
- Transmit material such that infringes the copyright of another person.
- Transmit unsolicited commercial or advertising material
- Access facilities or services without authorisation
- Continue to use an item of networking software or hardware after the Digital Technologies team or authorised body has requested that you stop.
- Deliberately waste the time of staff involved in the support of Group ICT facilities or take actions conscious that these will create issues for staff to rectify and resolve.
- Corrupt or destroy other users' data.
- Violate the privacy of other users.
- Disrupt the work of other users.
- Use the College's network and Internet service in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of network equipment).
- Purchase unauthorised goods and/or services through the College's network and/or Internet services.
- Share unauthorised use of personal data or unauthorised provision to a third party of personal data contained within any of the Colleges IT systems

Failure to comply with any of the above may result in withdrawal of access to ICT facilities at the discretion of the Head(s) of the Department(s) concerned. It may also result in a formal disciplinary procedure.

The full policy is available to read on the College website

If you encounter faulty IT equipment within the college, please notify the Helpdesk staff as soon as possible and they will ensure appropriate steps are taken to rectify the fault.