

The Loan Program

The equipment of DDLETB may, on occasion, be required by a staff member for use outside their normal place of work.

Equipment may be provided on loan to staff who:-

- Need to perform work off-site or during field trips.
- Need to take minutes or notes at meetings or conferences.
- Need to make presentations at meetings or conferences that involve computer-based visual aids.
- Need a computer/notebook/tablet for work while their computer is unavailable due to servicing.
- Need equipment as part of a DDLETB project.

All property must be maintained and safeguarded in a secure manner.

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

This agreement defines the responsibilities of the borrower. Staff must agree to the terms in the agreement by reading and signing a copy of the Equipment Loan Agreement Form. The agreement form is valid for the current academic year **or** the duration of the project. The ICT Department will keep the signed copy on file for future reference.

Staff 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 Department will contact the borrowing employee to request its immediate return.

Non-compliance

Equipment, which is lost, damaged, or returned excessively late, may result in the borrower being liable for the excess cost of the borrowed item(s). Replacement and/or repair requests must be submitted in writing immediately before any insurance claim on the DDLETB policy will be considered.

Contact, Pickup and Return Information

Please make all equipment loan arrangements through the ICT Department. The contact for this service is:

Name: **Ray Good**
E-mail Address: **itorders@ddletb.ie**

Equipment may be picked up and returned by arrangement to the ICT Department between 10 am and 4 pm. If other arrangements need to be made for pickup and drop off, the ICT Department must

be given at least 48 hours' notice. 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, if deemed negligent, may be held liable for the insurance excess on the DDLETB insurance policy for damages caused by:-

- Unreasonable use, abuse, neglect, or alternations.
- Improper service, improper installation, and improper connections with peripherals.

Staff using the equipment loan service should contact the ICT Department to notify them of any problems encountered during their loan period.

Security

Users are responsible for taking proper care of loaned units. In order to avoid damage, loss, or theft, please follow these guidelines:

- **Airports:** Never leave the equipment unattended. Do not check the equipment as baggage. Exercise diligence in watching the equipment as it is passed through any security devices.
- **Cars:** Keep the car locked and the equipment out of view. Ensure that the equipment is securely stored so that it does not slide while driving. Avoid storage of the equipment in a car during very hot or very cold weather.

If the equipment is lost or stolen, a written or e-mail report must be filed within 24 hours to the ICT Department. An Garda Síochána must be notified immediately if the equipment is stolen. Staff should be aware of the increased obligations that GDPR will place on DDLETB and should ensure all data held on the borrowed device is protected.

Data on loaned equipment

The equipment will be reset upon return and therefore all content will be erased and no longer be available. Users are responsible for performing their own data backups. The ICT Department is not responsible for any files left on any equipment or for loss of, or damage to, a user's files during the loan period.

ddletb



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

Equipment Loan Agreement Form

I _____ (Fullname Block Capitals)

employed in _____ (School/Centre)

hereby agree to the following terms and conditions when borrowing equipment from the ICT Department of DDLETB.

Regarding Initial Equipment Condition:

- The equipment must be collected and returned to the ICT Department.
- The equipment has been tested prior to loan and has been verified to be functioning properly.
- The equipment will be reset upon return; all content will be erased and no longer be available.
- I am responsible for reporting any damages or equipment malfunctions immediately.

Regarding Damages:

- I am responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out to me.
- In the event of damage or loss, I may be held liable for the excess value on the DDLETB Insurance Policy of the equipment loaned.
- I am required to return all equipment and report any equipment malfunctions immediately.

I understand the above and will accept any charges I may incur.

I certify that I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the guidelines and policies. I understand that I am personally responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss or damage to the equipment.

Signature

Date

.....
FOR OFFICE USE

Serial Number: _____

Wi-Fi Address: _____