



LORETO SECONDARY SCHOOL, ST MICHAEL'S
CONVENT ROAD, NAVAN, CO MEATH, C15 YF83

Phone: (046) 902 3830 Email: office@loretonavan.ie Website: www.loretonavan.ie

ICT Device Loan Policy

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Defined Terms

This section provides a description of the defined terms used in this Policy. These will be capitalised throughout the document.

Borrower	The Staff member to whom an ICT Device has been formally assigned.
ICT Coordinator	The Staff member designated by the School to oversee ICT Resources, School Systems and associated arrangements.
ICT Device	A School-owned digital device provided to a Staff member for work-related purposes, including laptops, tablets or other devices designated by the School.
ICT Resources	Includes computers, laptops, tablets, mobile devices, smart devices, networks, Wi-Fi, internet access, podcasting resources, software, applications, information systems, email, cloud services, digital platforms and other technology provided or authorised by the School.
School	Loreto Secondary School, St Michael's, Navan.
School Data	Information created, accessed, stored or processed in connection with the work of the School.
School Systems	The digital systems, applications and platforms provided or authorised by the School for the delivery of educational, administrative, communication or other School-related services, or for the storage, processing or management of School information.
Senior Management	The Principal and Deputy Principals of Loreto Secondary School, St Michael's.
Staff	All employees and other individuals authorised by the School to use School ICT Resources in connection with their duties or responsibilities, including Senior Management, teaching staff, ancillary staff and other authorised personnel.
Student	A student enrolled in Loreto Secondary School, St Michael's.

Abbreviated Terms

AUP	Acceptable Use Policy
BOM	Board of Management of Loreto Secondary School, St Michael's.
CPD	Continuing Professional Development
ICT	Information and Communication Technology.

1. Preamble

The School is committed to providing a positive, inclusive and supportive educational environment in which all members of the School community are encouraged to fulfil their potential.

The responsible and secure use of information and communication technology supports the effective administration of the School, teaching and learning, communication and inclusion.

This Policy sets out the arrangements and responsibilities associated with the allocation and use of ICT Devices by Staff.

2. Purpose of the Policy

The purpose of this Policy is to establish a clear framework for the allocation, use, care, security and return of ICT Devices loaned by the School to Staff.

ICT Devices may be provided to support:

- day-to-day administrative tasks;
- communication with Senior Management, Staff, Students and other relevant parties through School Systems;
- teaching and learning;
- the use of a wider variety of methodologies to enhance teaching, learning and inclusion; and
- other legitimate School-related activities as authorised by the School.

3. Scope of the Policy

This Policy applies to all Staff who are issued with or loaned an ICT Device owned or managed by the School.

This includes Senior Management, teaching staff, ancillary staff and any other Staff member authorised by the School to use an ICT Device.

The Policy applies for the entire period during which the ICT Device is in the possession or control of the Borrower, including when the ICT Device is used away from the School premises.

3.1 Linked Policies

This Policy should be read in conjunction with other relevant School policies and procedures, including, but not limited to:

- Acceptable Use Policy
- Child Safeguarding Statement and Child Protection Procedures;
- Code of Professional Conduct for Teachers, 2016;
- Data Protection Policy; and
- Protected Disclosures Policy.

4. Policy Statement and Objectives

The School will provide ICT Devices to Staff where this is considered necessary or appropriate for the performance of their duties. All ICT Devices remain the property of the School. Each ICT Device is loaned to a named Staff member and may only be used in accordance with this Policy and other applicable School policies and procedures.

The objectives of this Policy are to:

- ensure that ICT Devices are used appropriately, responsibly and securely;
- protect School information and personal data;
- ensure that ICT Devices are appropriately maintained and protected from loss, theft, damage and misuse;
- establish clear responsibilities for Staff using ICT Devices;
- provide consistent arrangements for the allocation, management and return of ICT Devices; and
- support the effective use of technology for administration, teaching, learning and communication.

5. Roles and Responsibilities

The effective implementation of this Policy requires clear responsibilities across the School community. The Board of Management, Principal, ICT Coordinator, Digital Learning Team and Staff each have distinct responsibilities in relation to the allocation, use, security and management of ICT Devices.

5.1 Board of Management (BOM)

The BOM is responsible for approving this Policy and ensuring that appropriate governance arrangements are in place for the management and use of ICT Resources.

The BOM will support the provision of appropriate resources to enable the School to implement this Policy effectively.

5.2 Principal

The Principal is responsible for overseeing the implementation of this Policy and ensuring that Staff are aware of their responsibilities in relation to the use of ICT Devices.

The Principal will:

- authorise arrangements for the allocation of ICT Devices, where appropriate;
- ensure that significant incidents involving ICT Devices are addressed in accordance with relevant School policies and procedures; and
- review the implementation of this Policy with the ICT Coordinator, as appropriate.

5.3 ICT Coordinator

The ICT Coordinator is responsible for managing the allocation and loan of ICT Devices and maintaining appropriate records of ICT Devices issued to Staff, including device identifiers and associated equipment.

The ICT Coordinator will:

- ensure that ICT Devices are appropriately configured and maintained;
- provide guidance and technical support to Staff in relation to the use of ICT Devices;
- receive reports of damage, malfunction, loss, theft or security incidents involving ICT Devices;
- arrange appropriate repair, replacement or other action where required;
- ensure that returned equipment is appropriately prepared for reallocation;
- ensure that appropriate technical and security controls are applied to ICT Devices; and
- advise the Principal on matters arising under this Policy.

5.4 Digital Learning Team

The Digital Learning Team is responsible for supporting the effective use of ICT Devices in teaching and learning and promoting the appropriate and effective use of digital technologies within the School.

The Digital Learning Team will:

- support Staff in developing digital teaching and learning practices;
- contribute to relevant Staff training and continuing professional development (CPD); and
- advise the School on the educational use of digital technologies, where appropriate.

5.5 Staff

Staff are responsible for taking reasonable care of the ICT Device and any associated equipment and ensuring that the ICT Device is kept secure against loss, theft, damage and unauthorised use.

Staff must:

- keep passwords and other authentication information confidential;
- use School Systems and School-approved software;
- store School work and data in approved School Systems;
- promptly report any faults, damage, loss, theft or suspected security incidents involving the ICT Device;
- not allow another person to use the ICT Device unless expressly authorised by the School;
- return the ICT Device and all associated equipment when required; and
- complete and sign the Staff ICT Device Loan Agreement Form.

6. Conditions of Loan

All equipment loaned to Staff remains the property of the School at all times. ICT Devices will only be loaned to Staff authorised by the School and must be used in compliance with this Policy, the School's Acceptable Use Policy (AUP) and other applicable School policies and procedures.

Staff must complete any agreed CPD or training required before collecting an ICT Device. Staff are responsible for promptly reporting any problems or malfunctions involving the ICT Device or associated equipment to the ICT Coordinator during the loan period.

Before receiving an ICT Device, Staff must:

- read and agree to the terms of this Policy;
- complete and sign the Staff ICT Device Loan Agreement Form set out in Appendix 1; and
- complete any required CPD or training specified by the School.

The Staff ICT Device Loan Agreement Form records the ICT Device allocated to the Staff member and confirms their acceptance of the responsibilities associated with the loan.

The ICT Device Loan Agreement Form will remain valid for the agreed period of the loan. A completed copy will be retained by the School in accordance with its record-management requirements.

7. Appropriate Use of Equipment

ICT Devices must be used responsibly and primarily for legitimate School-related purposes. Limited personal use may be permitted in accordance with the School's Acceptable Use Policy (AUP), provided that such use is reasonable, does not interfere with School activities, create unreasonable cost or risk for the School, or otherwise breach School policy.

All material stored on or accessed through an ICT Device must comply with the School's AUP and other applicable School policies and procedures. Staff must not access, create, store, send, upload, download or distribute material that is unlawful or prohibited under School policy.

ICT Resources and School Systems must not be used for illegal activity or unauthorised financial or commercial gain. Staff must use ICT Devices in a manner that maintains the security and integrity of School Systems.

Staff must use School Systems and School-approved software. Any request to introduce or use software, applications, browser extensions or online services for School purposes must be made in accordance with the School's AUP and referred to the ICT Coordinator and/ or Principal for consideration.

Staff must not:

- remove or bypass security restrictions;
- disable protective controls or remove required software;
- install unauthorised software or hardware; or
- allow another person to use an ICT Device unless expressly authorised by the School.

8. Care and Security of Equipment

Staff are responsible for taking reasonable care of ICT Devices and any associated equipment. When used away from the School, an ICT Device must be kept secure and out of sight when not in use.

Staff must take particular care when transporting or using ICT Devices in vehicles. Vehicles must be locked, and ICT Devices must not be left visible. Where an ICT Device must be transported in a vehicle, it must be secured appropriately, and exposure to extreme temperatures must be avoided.

When an ICT Device is used away from the School, including when working from home, Staff must comply with the requirements of the School's Acceptable Use Policy (AUP) and Data Protection Policy relating to remote working and the protection of School information.

ICT Devices must not be left unattended in public places, including airports or other transport facilities.

Staff must not undertake unauthorised repairs or alterations to ICT Devices or associated equipment. Technical problems must be reported promptly to the ICT Coordinator, who will advise on the appropriate course of action.

9. Data Protection and Information Security

Staff must comply with applicable data protection legislation and the School's Data Protection Policy. School work and data must be stored in School Systems, and Staff must not rely on an ICT Device as the sole location for important School information. Sensitive or personal data must not be stored locally on an ICT Device unless this is authorised and appropriately protected.

Staff must keep passwords and other authentication information confidential and must not share them with others.

Where provided by the School, multi-factor authentication and other security controls must be used. Staff must not disable, circumvent or interfere with ICT Device security, encryption, updates or protective software.

Any suspected or actual security incident must be reported promptly to the ICT Coordinator or Senior Management, as appropriate. This includes, but is not limited to:

- phishing;
- malware;
- compromised credentials;
- accidental disclosure of information;
- unauthorised access; and
- loss or theft of an ICT Device.

Monitoring of School Systems may take place where appropriate and proportionate, and in accordance with relevant School policies and data protection requirements.

10. Loss, Damage, Theft and Security Incidents

Any damage, malfunction, loss or theft involving ICT Devices or associated equipment must be reported to the ICT Coordinator as soon as reasonably practicable. Where a loss or theft also involves a suspected security incident, Staff must follow the security incident reporting requirements set out in Section 9.

Where an ICT Device or associated equipment is stolen, the School may require an official report to An Garda Síochána. Staff must cooperate fully with the School's response to security incidents and data breaches.

Where an ICT Device or associated equipment is lost or damaged as a result of negligence, misuse, deliberate action or failure to comply with this Policy, the School may seek recovery of the reasonable cost of repair or replacement, subject to applicable employment law, the circumstances of the incident and relevant School procedures.

Normal wear and tear arising from reasonable use will not be considered damage caused by misuse.

11. Collection, Return and Handover of Equipment

All loan arrangements must be made through the ICT Coordinator. The ICT Device and any associated equipment must be checked and recorded at the time of handover. The Borrower must report any discrepancy or existing damage as soon as possible after collection.

The ICT Device and associated equipment must be returned:

- when requested by the ICT Coordinator or Senior Management;
- when the Staff member's employment ends; or
- when the Staff member is required to return the equipment during a period of leave.

Where ICT Devices are limited in number, Staff taking long-term leave may be required to return the ICT Device so that it can be reassigned.

On return, the School may reset, reimage or otherwise prepare the ICT Device for another user. Staff must ensure that their work is stored in approved School Systems before returning the ICT Device.

Staff must not retain, copy or transfer School information, files or data from the ICT Device after their employment or authorised access ends, except where authorised by the School.

12. ICT Device Loan Agreement

All Staff receiving an ICT Device must complete and sign the Staff ICT Device Loan Agreement Form set out in Appendix 1 before or at the time the ICT Device is issued.

The Staff ICT Device Loan Agreement Form records the Staff member to whom the ICT Device has been assigned, the details of the equipment provided and any associated equipment. By signing the ICT Device Loan Agreement Form, the Staff member confirms receipt of the equipment and acknowledges their responsibilities under this Policy.

The completed Staff ICT Device Loan Agreement Form will be retained by the School in accordance with its record-management requirements and will remain applicable for the duration of the loan.

The ICT Device Loan Agreement Form must be completed at the time of handover and updated as appropriate when the equipment is returned.

13. Compliance and Breaches of this Policy

Staff are expected to comply with this Policy and all associated School policies and procedures. Failure to comply may result in the withdrawal of access to ICT Devices and associated equipment, and/ or other appropriate action in accordance with School procedures and applicable employment arrangements.

Serious breaches, including deliberate misuse, unauthorised access, deliberate circumvention of security controls, or inappropriate handling of personal or confidential information, will be addressed in accordance with the appropriate School policies, procedures and applicable employment arrangements.

14. Monitoring and Review

The implementation and operation of this Policy will be monitored by the Principal and ICT Coordinator.

The Policy will be reviewed every three years following its implementation and may be reviewed more frequently where necessary, including following significant changes to relevant legislation, School Systems, technology, guidance or operational requirements.

Feedback from Staff and relevant members of the School community may be considered as part of the review process.

Signed: Paschal Murray

Chairperson of BOM

Date: 22.10.2026.

Signed: Andrej Juray-Kajic

Principal/Secretary to BOM

Date: 22.10.26.

Appendix 1: Staff ICT Device Loan Agreement Form



Loreto Secondary School, St Michael's
Navan,
Co Meath.

STAFF ICT DEVICE LOAN AGREEMENT FORM

STAFF USE ONLY – Please complete at the handover meeting

Staff and Device Details

Staff Name	
Department / Role	
Date Issued	
Expected Return Date (if applicable)	
Device Make / Model	
Serial Number	
Asset Number / Other Identifier	
Accessories / Peripherals	
Condition at Issue	

Staff Agreement

I, _____ (full name in block capitals), as a member of Staff of Loreto Secondary School, St Michael's, confirm that I have received the ICT Device and any associated equipment identified above. I agree to comply with the ICT Device Loan Policy and the responsibilities set out in this Agreement.

Collection and Return of Equipment

The ICT Device and associated equipment must be collected from and returned to the ICT Coordinator, or another person authorised by the School.

The ICT Device and associated equipment will be checked at the time of handover, and their condition will be recorded.

Staff must ensure that all School work and data is stored in approved School Systems before returning the equipment. On return, the School may reset, reimage or otherwise prepare the ICT Device for allocation to another user. Any data remaining on the ICT Device may therefore be deleted and may not be recoverable by the Staff member.

Damage, Loss or Theft

Staff are responsible for taking reasonable care of the ICT Device and associated equipment while they are assigned to them. Any damage, malfunction, loss or theft must be reported to the ICT Coordinator as soon as reasonably practicable.

Where equipment is lost or damaged as a result of negligence, misuse, deliberate action or failure to comply with the ICT Device Loan Policy, the School may seek recovery of the reasonable cost of repair or replacement, subject to applicable employment law, the circumstances of the incident and relevant School procedures.

Normal wear and tear arising from reasonable use is not considered damage caused by misuse.

Where equipment is stolen, the School may require the matter to be reported to An Garda Síochána.

Security and Data Protection

Staff must take reasonable steps to protect the security of the ICT Device and any School information accessed through it.

Any suspected security incident, including phishing, malware, compromised credentials, accidental disclosure of information or unauthorised access, must be reported promptly to the ICT Coordinator or Senior Management as appropriate, in accordance with Section 9 of the ICT Device Loan Policy.

Return of Equipment

The ICT Device and associated equipment must be returned:

- when requested by the ICT Coordinator or Senior Management;
- when the Staff member's employment ends; or
- when the Staff member is required to return the equipment during a period of leave.

I confirm that I have read and understood the ICT Device Loan Policy and this Agreement. I agree to comply with the responsibilities set out in them for the duration of the loan.

Authorisation

Staff Member Signature		Date	
Loan Approved By		Date	
Name / Role of Approver			

For ICT Coordinator Use - Return

Date Returned	
Condition on Return	
Accessories Returned	
Damage / Issues Noted	
ICT Coordinator Signature	
Date	