

TEESSIDE UNIVERSITY

**Advance Scheme
Loan Student iPads
Terms and Conditions**

**TERMS AND CONDITIONS FOR
LOAN OF EQUIPMENT**



Legal & Governance Services, Teesside University, Middlesbrough TS1 3BA

1. DISCLAIMER OF LIABILITY AND EQUIPMENT LOAN FORM

For Lending a University Bank iPad

Description of equipment:	1 x iPad, Etching and Case / Keyboard.		
Replacement value of equipment:	£345		
Pick up date & time:		Drop off date & time:	

The equipment listed above is loaned "as is" and loaned subject to the Terms and Conditions set out in this document. The iPad and case/keyboard is loaned with the express understanding that the borrower accepts the equipment in its "as is" condition and assumes sole responsibility for its safety, operation and maintenance while it is in their possession including returning the equipment to the IT Service Desk.

I hereby agree to the Terms & Conditions for Loan of Equipment and agree to the Disclaimer of Liability and Equipment Loan Form as stated above and agree to reimburse the University for any lost or damaged equipment.

Name of
borrower: _____ Date: _____
Borrower
signature: _____
Prepared by:
(IT Services Staff
Member) _____ Date: _____

Returned in good condition? Yes: _____ No: _____

Checked by:
(IT Services Staff
Member) _____

2. DEFINITIONS

In these Terms and Conditions (“the Conditions”), the following Definitions shall have the meaning set out opposite.

Device	an Apple iPad, with associated asset number as further described in the Loan Form
Collaborative Partner Institutions	Teesside University’s collaborative partners listed on its collaborative provision register – available here https://www.tees.ac.uk/sections/about/governance/partners.cfm
Eligible Students	As defined in clause 5.2
IT Policies	IT Policies available https://url.tees.ac.uk/pol .
Peripherals	iPad Charger and Cable, Case/Keyboard
Loan Scheme	Loan of Device and Peripherals under the Advance Scheme (Student iPads) for Eligible Students
Student	A Student enrolled on a Teesside University Course that is deemed Eligible under the Loan Scheme.
University	Teesside University of Middlesbrough TS1 3BX.

3. SCOPE

3.1 These Terms and Conditions set out:

- 3.1.1 The Loan Scheme details;
- 3.1.2 The criteria and rules the University applies when determining Eligible Students for inclusion in the Loan Scheme;
- 3.1.3 Details on how the Loan Scheme is awarded to Eligible Students;
- 3.1.4 Obligations on Eligible Students under the Loan Scheme.

4. LOAN SCHEME DETAILS

4.1 As part of the University’s commitment to Learning and Teaching excellence, the University is rolling out the Loan Scheme for all Eligible Students to provide enhanced learning and teaching at Teesside University.

5. ELIGIBILITY CRITERIA

5.1 As part of the Loan Scheme, Eligible Students will be able to borrow the Device and Peripherals as a learning tool that will be intrinsic to the way the University delivers its educational services.

5.2 To be eligible for the Loan Scheme a Student must:

- not be eligible for the full Advance Scheme;
- must be enrolled as an undergraduate student on a Teesside University course delivered on Teesside University's Middlesbrough or Darlington Campus; or
- be studying:
 - a module that is taught in conjunction with a full time undergraduate year 0 or year 1 Degree course that is eligible for the full Advance scheme or be a direct entrant; or
- must be enrolled on a Higher Degree Apprenticeship

5.3 The Loan Scheme is available to Home/EU and International students that meet the Eligibility Criteria.

5.4 The Loan Scheme is not available to students studying at one of the University's Collaborative Partner Institutions.

6. DEVICE COLLECTION AND PERMITTED USE

6.1 Eligible Students will be able to borrow their Device and Peripherals from the IT Service Desk.

6.2 It is the responsibility of Student's to manage and take care of their Device and Peripherals once issued.

6.3 Students are required to visit the IT Service Desk to renew the loan of their Device and Peripherals within 10 days of the start of each Semester. Failure to do so will result in the Student being invoiced for the cost of a replacement Device and associated Peripherals.

6.4 The Device will come with core Apps already downloaded for teaching purposes. It is the responsibility of Students to ensure that core Apps are regularly updated.

6.5 Students are not permitted to change or install applications that prevents the Device from being used for its intended purpose.

6.6 When using the Device and connecting to the University's network, Students will adhere to the University's IT Policies <https://url.tees.ac.uk/pol>.

7. PERIPHERALS

7.1 Students are advised to use the Peripherals that come with the Device for optimum use. The University provides no warranty as to the appropriateness of any third party peripherals used with the Device.

8. EXIT FROM TEESSIDE UNIVERSITY PRE-COMPLETION OF STUDIES

- 8.1** If a Student withdraws from the University or is withdrawn by the University for any reason whatsoever, or excluded under the University's Disciplinary Regulations, before completion of studies, he/she will be required to return the Device and its Peripherals to the University within 7 days from the withdrawal/exclusion date.
- 8.2** The University reserves the right to charge the Student for the cost of the Device and the Peripherals in the event a Student fails to return the Device (working and undamaged) within such timescale.

9. LOST, DAMAGED, BROKEN IPADS

- 9.1** Upon receipt of the Device and Peripherals, it is the Students responsibility to maintain it and ensure it is charged and in working order for scheduled teaching.
- 9.2** Students are required to enable the 'Find my iPad' feature, to help locate their Device in the event of loss or theft. Theft's should be reported to the Police, and a crime number obtained and reported to the IT Service Desk (01642 342220 / ithelp@tees.ac.uk).
- 9.3** In the event that the Device or its Peripherals becomes lost or damaged, it is the Students responsibility to report this to the IT Service Desk within 10 days of the incident. Students are advised to consider taking an appropriate policy of insurance to cover the risk of loss, damage or theft and to help meet the cost of replacing the device.
- 9.4** The Device benefits from a 3 year manufacturer's warranty. In the event of any qualifying defects arising within this period, Students should contact the IT Service Desk (01642 342220 / ithelp@tees.ac.uk) to seek support.

10. BACKGROUND MANAGEMENT OF THE DEVICE

- 10.1** The Device will be managed by the University (or its agents);
- 10.2** In managing the Device, the University will:
- 10.2.1** Install and maintain core teaching applications on the Device;
- 10.2.2** Install course specific applications on the Device that have to be purchased by the University;
- 10.2.3** Ensure the Device is correctly configured to work in the University environment;
- 10.2.4** Disable the Device should it become lost or stolen – preventing others from using or accessing it.

10.3 The rights reserved in clause 10.2 do not give the University access to any personal information stored by Students on the Device itself.

10.4 The University does not prescribe the Apple ID that Students use on the Device nor control what additional Apps Students may choose to install on the Device.

10.5 Students should set at least a 6 digit passcode to protect access to their Device.

11. RIGHTS RESERVED

11.1 The University reserves the right to amend or withdraw the operation of the Loan Scheme at any time.