**BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ**

**KERRY EDUCATION
AND TRAINING BOARD**

Kerry ETB Blended & Remote Learner Safe Practice Guidelines

28 Sept 2020

Contents

Welcome!

The use of technology in education provides us with new ways of doing our work and connecting with our learners.

Digital skills and the use of technology has also become a core competency and a key transferrable skill for everyday living, for learning and for the labour market. Integrating the use of technology is part of the holistic teaching and learning experience at Kerry ETB.

During the pandemic we depended on this technology as we were not able to meet our learners in person for face-to-face teaching. Kerry ETB teachers, tutors and instructors have embraced this technology and worked hard to further develop their skills in this area. Digital tools have the ability to help us connect with learners. It is now possible to do things that were not possible before, such as combat geographical isolation and study at home at our own pace.

As we face uncertain circumstances for the next academic year, this document is intended to give guidance not only for everyday Technology Enhanced Learning (TEL) but also if we should find it necessary to use a blended or remote teaching and learning approach.

Introduction

This document sets out the Guidelines of Kerry ETB FET programmes in respect of use of technology for blended or remote teaching and learning for the academic year 2021/2022. These Guidelines are dynamic and will be subject to change in line with the needs of our learners, teaching practice, assessment procedures and public health advice. They operate alongside the *Kerry ETB IT Device*

Acceptable Use Declaration and the *Kerry ETB Bring Your Own Device (BYOD) for Learning Guidelines.*

Scope of Guidelines

The Guidelines cover any aspect of learning using technology within Kerry ETB.

In the remainder of the document teachers, tutors, instructors will be described using the term Learning Practitioner. All students and trainees are described using the term Learner. Accredited courses are those leading to qualifications, such as, but not limited to QQI Awards.

In the case of accredited programmes all learners must use their Kerry ETB account to log in. Accredited Learners should not use any other account under any circumstances for the purposes of learning within Kerry ETB.

The list of applications that will be used for learning will primarily be within Office 365, incorporating:

- Microsoft Outlook
- OneDrive
- Microsoft Teams
- Microsoft OneNote
- Microsoft Forms
- Microsoft Stream

Some additional applications may be used by Learning Practitioners. Learners will be provided with the information required to access them if and when that arises.

Learner accounts should not be used for personal communications. File storage should only be used for education related material.
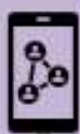
HOW TO

Study from home when learning online

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Be online ready

If there's a reason you can't engage online- let your teacher know and see if an alternative can be arranged

Ask questions

You'll be using new tools- ask if you are not sure what to do or how to use them

Ask more questions!

Your assessments may have changed. Ask questions about what is expected if you're not clear

Work station

Use a dedicated workspace if you can. Keep essentials handy for class, including healthy snacks and water.

Tips for learning from home

These tips outline some of the ways to make the most of online learning. It's a different experience so be gentle on yourself!

Collaborate

Help each other. This is a new way of teaching and learning for everyone. Support other learners and ask them for help too.

Routine

Have a schedule. Include class times, assignment times, breaks and time out for yourself.

Self Care

You also need regular breaks, sleep and a healthy diet. Look after your physical and mental health.

Keep in touch

Stay in touch socially with other learners

Contact student support or Guidance when you need to. Reach out.

Adapted from: "10 points to remember when learning online" compiled by the Union of Students in Ireland, in partnership with the National Forum

Your Responsibilities While Using Technology for Learning

- Learners pursuing accredited courses are to communicate through Kerry ETB Office 365 Learner accounts only. The use of any other account or e-mail address is expressly prohibited. The typical format looks like this firstname.lastname@student.kerrycollege.ie
- Learners undertaking unaccredited courses may use their personal email address but only the one they supplied on their application and FETCH Account. (FETCH stands for Further Education & Training Course Hub. A FETCH Account is the account the learner used to enrol on their course and can be accessed via www.fetchcourses.ie)
- In any digital communications learners must always observe the programme rules and be civil and respectful to their Learning Practitioners and fellow learners.
- Treat online learning as you would a face-to-face situation in the classroom.

- Appropriate professional language should be used at all times.
- Although there is a chat/messaging feature that Learning Practitioners will use within Teams, this is not a social area, it is an area for Teaching and Learning.
- You should not to record or forward any content within a Teams group, such as worksheets, exam papers, answers, solutions, videos or notes, to anyone else without the permission of the creator of that content.
- You understand that all your online activity leaves a record on these IT platforms. This includes anything you send or say via e-mail, Teams and OneNote. System logs also show if you are checking regularly for assigned course work.
- If using content developed by others, ensure the content is free to use and share (e.g. Creative Commons content) and use is compliant with copyright legislation.

This image is your FETCH Account log in screen. Only Learners pursuing unaccredited courses may use a personal email for learning. It must be the email address on your FETCH account, which you used to apply and enrol on the course.

Live Online Classes

In the event of learners attending partially or entirely in a remote capacity, Learning Practitioners are encouraged to deliver live classes using Microsoft Teams. This will use varying combinations of audio, video, virtual whiteboards and screencasts. This may also include a check-in or conversation with learners, or teaching of a concept to the class.

When using Teams Meetings/Calls Learners should follow these instructions:

- Before class starts check you can log in, your equipment works, and you have any necessary course materials to hand.
- Learners must always follow the direction of their Learning Practitioner, just as you would do in the classroom.
- Note that you are in a virtual classroom and should act as you would in a face-to-face situation.
- When you Join a meeting / class, after everyone says hello, you will be asked to mute your microphone and you may be asked to switch off your camera. Due to varying internet speeds this is necessary to improve sound quality and prevent the screen from freezing. Do not turn on your microphone or camera again until invited to do so by your Learning Practitioner.
- During online classes all microphones should be on mute when you are not speaking. This avoids distracting background noise being broadcast to everyone.
- Questions can be asked through the chat messaging feature during the session or your Learning Practitioner may open up the conversation inviting contributions during class.
- Learners can also use the Raise Hand feature in Teams. Lower your hand when you are finished.
- Only the Learning Practitioner is allowed to video record a session. No-one else is permitted to record the class.
- If classes are delivered remotely, Learning Practitioners will inform learners of the class timetable and contact methods for classes (e.g. Teams invitation) and the times the Learning Practitioner is available.

This image is a summary of student expectations for successful video meetings and digital citizen reminders including think before you post and always leave a positive and kind digital footprint.

Privacy in General

- Some sessions are recorded. These recordings may be made available by your Learning Practitioner for the class to watch back again later. These recordings will include any video, audio, screen-shares, and whiteboards from the class session.
- Learners may switch off their cameras and mute their microphones if they do not wish to be recorded.

- If possible, you should be in a quiet room on your own during live classes.
- Learners should be mindful of the privacy of others in their home during live classes, switching off the camera if necessary to avoid other members of the household appearing in the background of the learners' camera.
- Children and young people must never be in the background of classes.

Data Protection & Data Privacy Statement

This Policy operates in addition to the Kerry ETB IT Device Acceptable Use Declaration and Kerry ETB Data Protection Policy and the Kerry ETB Privacy Statement for learners. For clarity, we will outline aspects specific to using technology for learning but this should be read alongside our existing policies and procedures mentioned above.

What we retain:
- Login activity, specifically, the last time a learner logged in to their Office365 account.
- The date and time of when a learner viewed any Teams Assignments or OneNote Notebooks course work set for them; the date and time of any work submitted for same; a record of Learners who did not view, open, commence or Turn In course work.
- In live classes using Teams, all audio, video, whiteboard, annotations and screen-share activity of both Learning Practitioners and learners (audio/video is not recorded if the microphone is on mute and the camera is off).
- Attendance records of live classes.

Why we retain it:
- To assist us in making sure learners are engaging in learning sufficiently and in good time.

- To comply with legislative, audit and funding requirements made of Kerry ETB.
- To assist us in generating appropriate and relevant feedback to learners on progress.
- To provide revision materials by means of replaying topics covered in a live class, and to ensure those who might be unable to attend live classes can still cover the same content as the rest of the class.
- To track learner attendance and ensure a minimum of 80% attendance in line with Quality Assurance requirements.

Where we retain it:
- All recordings are kept only within Kerry ETB systems
- Kerry College / FET Centre systems are configured so that all data resides within an EU country only, which in the case of Office365, is Ireland.

How long we retain it for:
- Data is cleared at the end of each course, after learner assessment and the awarding of grades have been completed in the case of accredited courses.

Kerry ETB Data Protection Policy:
https://www.kerryetb.ie/wp-content/uploads/2019/01/Data-Protection-Policy-4.12.18.pdf

Appendix 1: Kerry ETB IT Device Acceptable Use Declaration

1. For the purpose of these guidelines, a 'mobile device' refers to a Learner owned device such as a tablet, laptop, netbook, iPad, or smart phone. Personal gaming devices are not allowed.

2. Any Learner who wishes to use a personally owned mobile device within a Kerry ETB course must read and sign this Acceptable Use Declaration (AUD).

3. If the Learner is under 18, a parent /guardian of the Learner must also read, sign and submit the AUD to the relevant Kerry ETB FET Centre / Kerry College Campus office.

4. Learners must take full responsibility for the appropriate use of their device at all times. The FET Campus / Centre is not responsible in any way for the device or for its' use.

5. The following activities are considered as unacceptable usage of devices:
   - The storing or transmission of illicit materials
   - Storing or transmission of proprietary information
   - The harassment of others
   - Engaging in outside business activities
   - Use of devices for any action or activity which is not compliant with Kerry ETB policies, procedures and guidelines including but not limited to Kerry ETB Bring Your Own Device for Learning Guidelines, Kerry ETB Data Protection Policy and any Kerry ETB FET Online and Blended Learning Safe Practice Guidelines, the Kerry ETB FET Learner Handbook and the Kerry ETB FET Learner Code of Conduct.

6. Learners/parents/guardians are responsible for their devices, including any breakages, costs of repair, or replacement.

7. Violations of any FET Campus / Centre policies or rules involving a learner device may result in a learner not being allowed continue using the device during FET Campus / Centre hours and/or disciplinary action, for a period to be determined by the FET Campus / Centre. Kerry ETB reserves the right to disconnect devices or disable services without notification.

8. During FET Campus / Centre hours learners are allowed use their device for learning related activities only.

9. Learners will comply with Learning Practitioners (teachers/tutors/instructors etc.) requests regarding use of devices during FET Campus / Centre hours, and classes.

10. Mobile devices must be charged prior to bringing them to FET Campus / Centre so as to be usable during FET Campus / Centre hours. Charging devices in the FET Campus / Centre is not an option.

11. Learners may not use the devices to record, transmit or post photos or video of Learning Practitioners or learners. No images or video recorded at FET Campus / Centre can be transmitted or posted at any time without the permission of Learning Practitioners.

12. Learners may use the FET Campus / Centre wireless network and content filtered broadband. Use of other unfiltered public wireless connections, such as mobile networks, is not allowed during FET Campus / Centre hours.

13. The FET Campus / Centre reserves the right to change the AUD in line with overall FET Campus / Centre policy

14. In order to prevent unauthorised access all devices must:
    o Be password protected using the features of the device and a strong password is required to access the company network.
    o Lock itself with a password or PIN if it's idle for five minutes.

15. Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.

Mobile Device Details:

_____
_____
_____
_____
(e.g., Tablet – include manufacturer, type of device here).

As a Learner I understand and will abide by this AUD. I understand that any violation of this AUD may result in not being able to use my mobile device in FET Campus / Centre and could mean other disciplinary action.

Learners Name (in capitals):	
Learners signature:	
Date:	
Course Title:	
Campus / Centre Name:	

As a Parent/Guardian I understand that my child accepts the responsibilities outlined in the BYOD / AUD. I have discussed the AUD with them and we both understand own responsibilities.[1]

Parent/Guardian Name: _____ (in capitals)

Parent/Guardian signature: _____ Date: _____

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[1] To be completed by a parent or guardian if the learner is under 18.

Appendix 2: Kerry ETB Bring Your Own Device (BYOD) for Learning Guidelines

Technology Enhanced Learning (TEL) is the use of technology to enhance the everyday teaching and learning experience in the classroom as well as using technology to engage in learning remotely. Kerry ETB is committed to ensuring that Learning Practitioners and Learners have access to appropriate technological resources to enable them to engage effectively and fully in learning both within ETB campuses / Centres and online.

These Kerry ETB FET *Bring Your Own Device for Learning Guidelines* facilitate and promote learners bringing a personal mobile device to Kerry ETB FET campuses / centres for use in their education and training, as well as using a computer/mobile device for remote learning. It is designed to empower learners by giving them direct involvement in the way they use technology in their learning.

For the purpose of these guidelines, a 'computer/mobile device' refers to a Learner owned device such as a tablet, laptop, netbook, iPad, or smart phone used in a Kerry ETB campus / Centre or a computer or mobile device used for remote learning off-campus.

This policy should be read in conjunction with the Kerry ETB FET Acceptable Usage Declaration

Objectives:
- To facilitate and promote the bringing of a mobile device to FET campuses / centres by learners for use in their education and training.
- To provide a safe environment in which learners can use their mobile device to support their learning.
- To ensure a minimum standard of device compatibility.
- To enable learners to use technology to further their learning independently and in structured classes.
- To provide a basis on which Kerry ETB FET Learning Practitioners can tailor the delivery of classes so that learners can use their own devices in class towards achieving specific learning outcomes.

Learners (and their parents/ guardians if under 18):
- All learners who are participating in ETB FET programmes where all or part of the programme is online or blended are expected to have access to a computing device.
- The device must be:
    - A personal device of the learners own choosing and ownership which meets the device specification required for the programme, or
    - An assigned device supplied by Kerry ETB in special circumstances.
- The personal device must be available to the learner to support their engagement with the named FET Programme.
- Learners (and their parents/ guardians if under 18) are responsible for ensuring that the device meets all the requirements of the programme and programme co-ordinators/ learning practitioners can advise you on this.

- Prior to bringing a personal device for the first time, learners (and their parents/ guardians if under 18) must read and sign the **Acceptable Usage Declaration** which sets out the responsibilities and expectations for the use of the personal device in Kerry ETB FET.
- Learners must use their device in accordance with Kerry ETB's IT Device Acceptable Use Declaration (Appendix 1).
- Learners must follow the directions of their Learning Practitioner about the appropriate use of their device in class.
- Each learner is absolutely and solely responsible for the care and conduct of their personal device while:
    - In the FET Campus / Centre or at other FET related activities
    - Travelling to and from the FET campus / centre and to other FET related activities.
    - Learners must connect their device to the designated wireless data network in their FET Campus / Centre using their own account credentials only.

Learning Practitioners
- Learning practitioners should encourage and facilitate the use of the learner's devices in their classes where required and where deemed appropriate.

Kerry ETB FET will:
- Endeavour to ensure all Learners have access to the computing resources, inside and outside of class time, that are required by their coursework.
- Provide a list of the responsibilities and expectations of each learner (set out in the *BYOD Guidelines* and an *Acceptable IT Usage Declaration*)
- Ensure the *IT Device Acceptable Usage Declaration* is signed by each learner (and their parents/ guardian if under 18 years).
- Ensure that the relevant FET Campus / Centre can provide advice to learners on the device requirements for their programme of learning.
- Provide a wireless network with filtered internet connection in the relevant FET Campus / Centre to which learner may connect their BYOD device.
- Provide support to learners in establishing network connectivity in the relevant FET Campus / Centre.
- Accept no responsibility for loss or damage to, or maintenance or repair required on a learners own device through any act or omission resulting from the negligence or otherwise of the FET Campus / Centre, a member of FET Staff or of another learner.
- Should a learner's device fail to meet a requirement of the Device Specification, the FET Campus / Centre will not facilitate the learners access to any network or FET Campus / Centre ICT Services.

Acceptable Use of Personal Devices
The only purpose for bringing a personal IT device into the FET Campus / Centre is for educational use. Using a personal IT device for any other reason while on campus is not permitted.

Appendix 3: Kerry ETB Learner Guide to Microsoft Teams

Appendix 3 is a series of images and screen shots designed to induct learners in logging into Teams and starting to learn how to use the App.

4. Once in the class, this is what you'll see. Each class will open up to "General Posts." This is where you'll see new assignments and announcements from your Learning Practitioner.
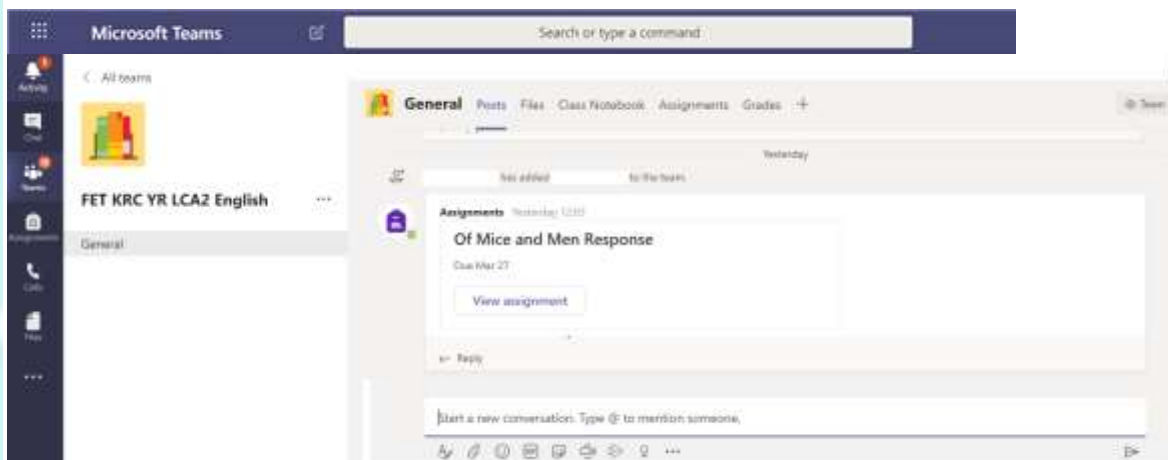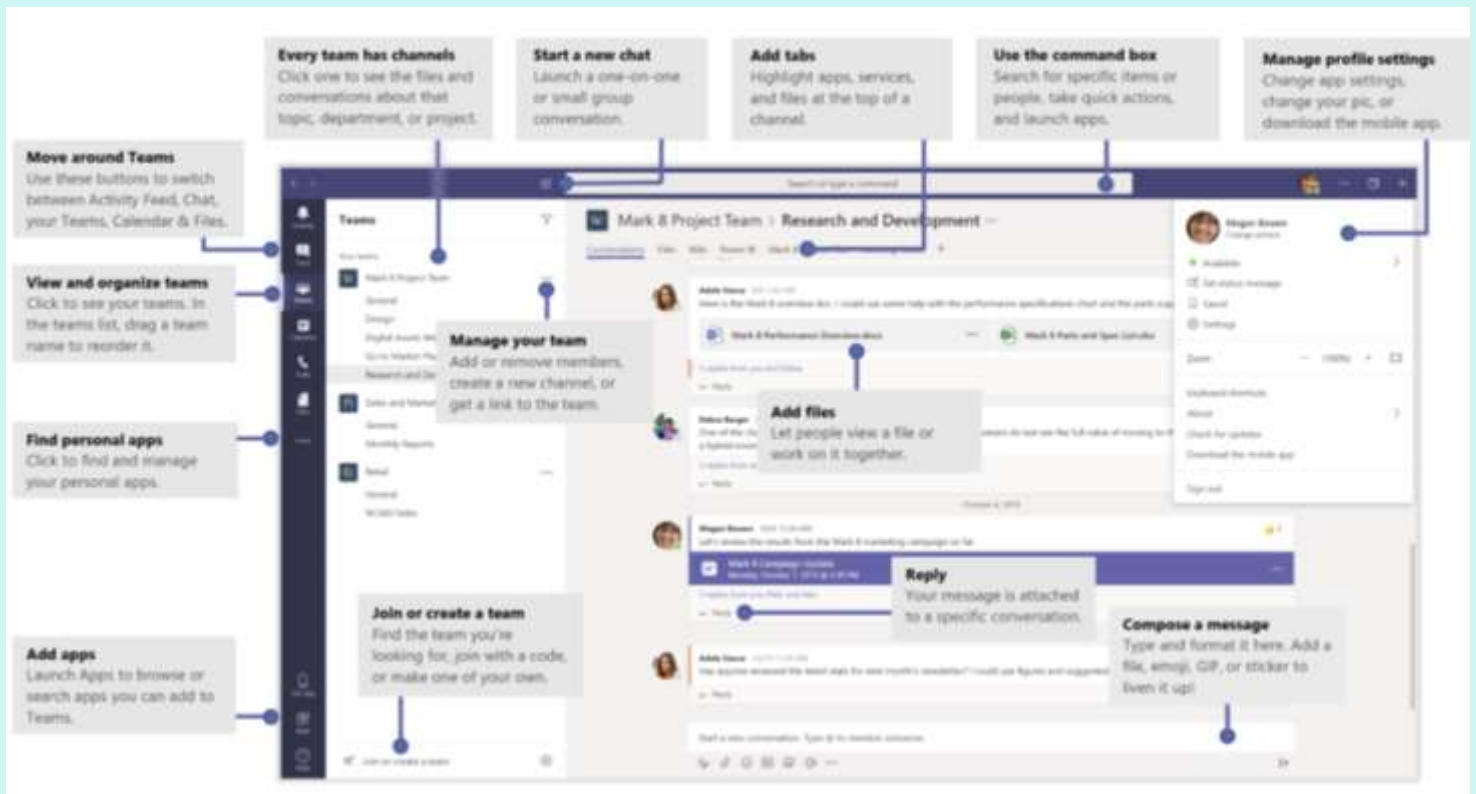
5. Along the top of your Team page, you'll have various tabs. Your Learning Practitioner may add more, so be sure to pay attention to this area.

- The **Files** tab is where your Learning Practitioner may upload class documents. These documents will be read-only, but you can open and download a copy if you would need to.
- The **Class Notebook** will open up to your class OneNote. (If your Learning Practitioner chooses to use this for notes or assignments, they'll give specific directions regarding that.)
- The **Assignments** tab is where you will be able to see all the assignments that have been assigned to you.

6. Once you click on "Assignments" this is what you'll see.
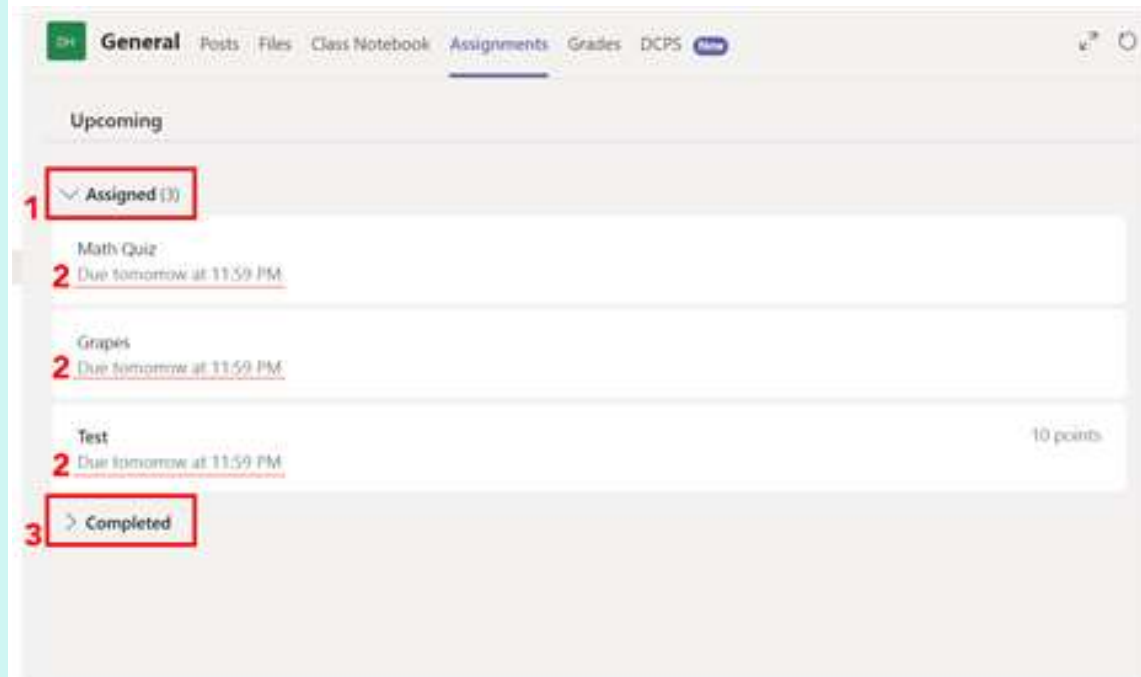
Here you can see:

1. What has been assigned.

2. When it is due.

3. What you have already completed.

It's going to be really important for you to pay attention to due dates so you don't fall behind.

7. Once you open an assignment, this is what you'll see.
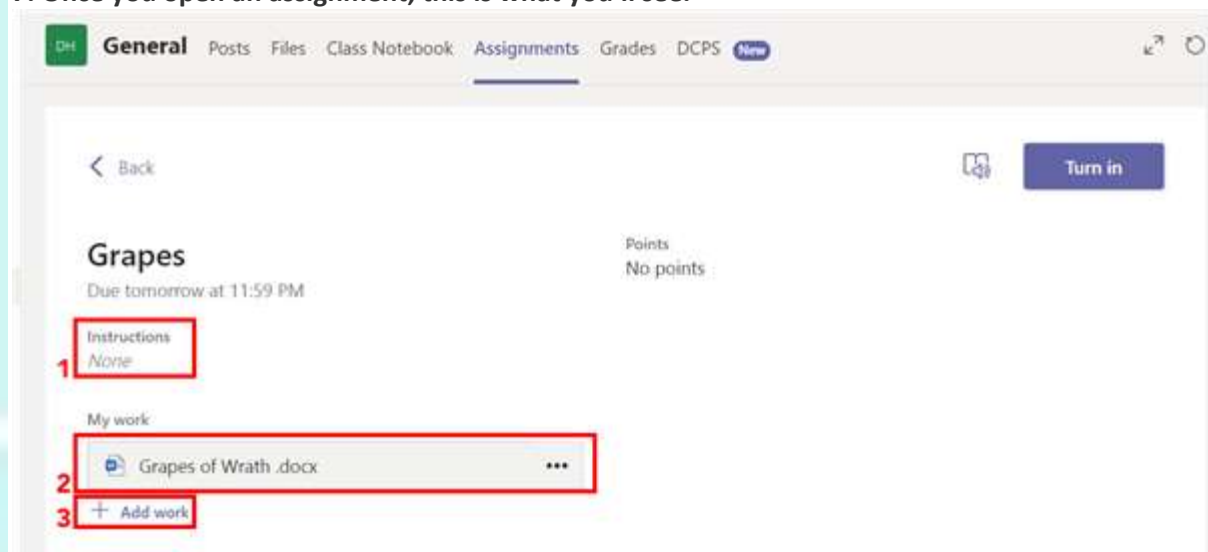
1. If the Learning Practitioner has provided specific instructions, they will show here.

2. If there are any documents or resources needed for the assignment, they will be here. Click to open and edit them.

3. If the Learning Practitioner wants you to upload a new document, click on "+ Add work"

Your Learning Practitioner will be able to view and check your progress on an assignment even if you do not turn it in, so if you are stuck or you are not sure if you're doing something correctly, you can ask them to take a look and provide help.

IMPORTANT: To let your Learning Practitioner to know that you have finished an assignment, you must push the **TURN IN** button in the top right.

Microsoft Teams Resources

On the link below you can access some very useful resources from Microsoft that will assist you in using MsTeams

- **Microsoft Teams Demo Video for Learners**
- **Microsoft Teams Quick Start Guide for Learners (full text)**

Further Your Digital Skills

- https://www.digitalsteppingstones.ie
- https://www.learnmyway.com
- https://edu.gcfglobal.org/en
- https://www.allaboardhe.ie/

Be Safe

- Be Safe Online – Governments Official Online Safety Website: https://www.gov.ie/en/campaigns/be-safe-online/
- https://digitalwellbeing.org/
- https://www.webwise.ie/

Tips for Success

- Download the Teams app on your phone and have access to all your classes there. This will also allow you to get notifications when you have a new assignment available.
- Remember, your Kerry ETB email address is generally in the format firstname.lastname@student.kerrycollege.ie. If in doubt, please check with your Learning Practitioner.
- Stay on top of your assignments and due dates by checking in daily.
- Remember, to get in contact with your Learning Practitioner via email or posting a question in Teams if you have any questions or problems.

Appendix 4: FET Learner IT Device Loan Scheme

Why

COVID 19 has created unprecedented challenges for learners in Further Education and Training (FET). FET provision moved almost overnight to online/blended delivery during lockdown and restriction related to COVID19. This has resulted in many learners requiring access to ICT devices to participate fully in FET learning opportunities. To reduce the impact and mitigate against the potential educational disadvantage that could arise from the lack of access to ICT devices, the Department of Further and Higher Education Research Innovation and Science (DFHERIS), with SOLAS, have provided €5M in funding for ICT devices for FET learners across Ireland.

Potential Categories of Eligible FET learners

Any learner who does not have access to the appropriate ICT device needed for their particular course and lack the means to source an appropriate device. Including but not limited to:

- Medical card holders
- Learners in receipt of DEASP payments
- Learners with additional needs (e.g. disability, educational, physical, language, intellectual, sensory, mental health)
- Learners eligible for fee waiver
- SUSI grant recipient
- Membership of a minority ethnic group
- Specific target group engaged with the ETB (e.g. learners in direct provision, learners experiencing homelessness, refugee/asylum seekers)
- A learner who has been extremely impacted by COVID 19 and the ETB is aware of their particular need for support arising from this
- A learner who has particular difficulties accessing the appropriate ICT equipment to participate fully in their programme or course

Notes:

1. The national resource allocation for this IT Device Loan Scheme initiative is limited and therefore allocation will be strictly prioritised.
2. Each centre reserves the right to prioritise device distribution according to programme requirements and shortlisting may occur.
3. Where demand exceeds supply, management will use its discretion to allocate available resources to disadvantaged learners on blended / online courses, ICT courses and / or full-time courses will be prioritised.
4. This is a **loan scheme** and you will need to agree to the following criteria prior to receiving a device:
   a. Adherence to Kerry ETB's ICT usage policies
   b. That you will be required to sign Kerry ETB's learner loan agreement form
   c. That you will return the device upon Kerry ETB's request within the required timeframe
5. You are responsible for creating backups of your own data from any Kerry ETB device you have been loaned.
6. Applicants may be requested to provide evidence of answers provided in sections 1-4 of the *Learner Submission Form* when applying to the *Kerry ETB Support for Disadvantaged FET Learners IT Device Loan scheme*.

Learner Submission Form

Kerry ETB Support for Disadvantaged FET Learners
IT Device Loan scheme

All *fields in section 1, 2 and 3 are mandatory. Failure to complete these sections will result in your submission not being considered under this scheme.*

1.	**Personal Details**		
1.1	Full name		
1.2	Home address – Address Line 1		
	Address Line 2		
	Town/City		
	County		
	Eircode		
1.3	Contact email		
1.4	Contact phone number		
2.	**Course Information**		
2.1	Kerry ETB FET Campus / Centre attending		
2.2	Course name		
2.3	Full time/ Part time course		
3.	**Qualifying Criteria** – *tick yes/no or answer as appropriate*	**Yes**	**No**
3.1	Are you in receipt of a DEASP payment or dependent upon an individual in receipt of a DEASP payment?		
	If you answered yes to the above, what is the name of the payment?		
3.2	Do you hold a medical card?		
3.3	Do you have specific demonstrable learning/physical needs?		
3.4	Do you belong to an ethnic minority group?		
3.5	Are you currently in direct provision?		
3.6	Are you in receipt of a SUSI grant?		

4.	**Other mitigating circumstances not covered previously** *(200 characters max)*
	For example:
	1. *Caring in the home but not applicable for DEASP payment*
	2. *In work with low/no qualifications*
	3. *Or disadvantaged in other areas not already mentioned*

I _____ (Full Name Block Letters) **hereby confirm that the information provided herein is accurate, correct and complete and I consent to the processing of my personal and special category data by Kerry ETB.**

Signed: _____ (Learner Signature)_____Date: _____

OFFICE USE ONLY	
Date application received:	
Received by:	
Principal/Coordinator/FET Centre Manager:	
Approved Y/N:	

DATA PROTECTION

Kerry ETB, whose Head Office is located at CenterPoint, John Joe Sheehy Road, Tralee, Co Kerry, V92P2FE, is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for Kerry ETB is Gráinne Mulvihill and can be contacted by email (gmulvihill@kerryetb.ie) or by phone (066 7193 900).

The personal data supplied on this application form and further documentation sought as evidence for the answers provided from sections 1-4, are required for the purpose of:
- Verification of identity and address
- Verification of socio-economic and/or ethnic minority status
- Centre administration

all of which are tasks carried out to enable Kerry ETB to identify learners most in need of the IT Device Loan Scheme which is limited by the level of national funding available to purchase devices.

Failure to provide the requested information may result in the application being deemed invalid and an offer of resources will not be made.

The personal data disclosed in this form may be communicated internally within Kerry ETB for the purpose of determining the eligibility of the applicant to receive support in the form of an IT device (most likely a laptop) and any subsequent ancillary services to ensure said IT device is correctly functioning. Such processing of personal data is carried out pursuant to Article 6(1).(a) of the GDPR such that the Data Subject consents to the processing of his/her data. The processing of special category data is processed pursuant to Article 9(2).(a) of the GDPR such that the data subject has given explicit consent thereto.

The personal data provided in this Learner Submission Form, under the IT Device Loan Scheme for Disadvantaged Kerry ETB FET Learners, will be retained securely by Kerry ETB for the purposes of grant administration, audit and case reviews. Kerry ETB does not retain personal data for longer than is necessary and/or as required by law. In determining its retention period for categories of personal data, Kerry ETB, at all times, will consider its obligations under the data protection legislation, guidance from the Data Protection Commission, any other specific legislative requirements as well as the amount and nature of the data itself. Kerry ETB's Data Retention Policy can be found in the Kerry ETB Data Retention Schedule section of the Kerry ETB Website.

A copy of the full Kerry ETB Data Protection Policy is available in the Data Protection section of the Kerry ETB Website.

Any person who provides personal data through this form has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject, but this will only be acceded to where no legal exemption to such, as found in the Data Protection Act 2018, is applicable.

If you, as a data subject, have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.

Kerry ETB FET Learner IT Device Loan Agreement

During these exceptional times, Kerry ETB is loaning ICT equipment to Further Education & Training (FET) learners who have a demonstrable requirement for same on the understanding that:

1. Any such ICT equipment remains under the ownership of Kerry ETB at all times and will be returned upon request.
2. All ICT equipment must be maintained and safeguarded in a safe and secure manner.
3. Any distribution of the equipment to another person is not permitted.
4. Learner / borrowers are responsible for:
   a. Protecting the IT equipment from loss or damage
   b. Not using IT equipment in an unreasonable or illegal manner, such as:
      i. Improper servicing of the equipment
      ii. Improper installation of ancillary hardware upgrades
      iii. Installation of any software not relevant to educational purposes
   c. Reporting any problems with the equipment (i.e. loss / theft / damage / device malfunction) during the loan period within 48 hours to (**Name and Email address** of FET Campus / Centre Staff Member_____ _____)
   d. Saving their own data and creating their own backups whilst using the equipment and in advance of returning the equipment to Kerry ETB. On return of IT equipment, any and all data will be erased and be no longer available.
   e. Signing the declaration below

I _____ (Full Name Block Letters**) hereby agree to the above terms and conditions when borrowing ICT equipment from Kerry ETB. I certify that I have read and accept my responsibilities when borrowing this ICT equipment. I assume responsibility for all use of this equipment and all risk of loss or damage. I will use this equipment for learning, in line with other relevant Kerry ETB Policies, Guidelines etc., such as the IT Device Acceptable Use Declaration, Bring Your Own Device for Learning (BYOD) Guidelines, Kerry ETB Privacy, Data Protection, Health & Safety Policies, the Kerry ETB FET Learner Handbook, the Kerry ETB FET Learner Code of Conduct.**

Signature of Parent/Guardian on behalf of Minor	OR	*Signature of Adult Learner*
Date:		Date:
Address of signee		Address of signee
Kerry ETB Issuer /Staff Member Name		*Kerry ETB FET Campus / Centre Name*

- -

Official Use Only: Details of equipment being loaned on above date:	
Kerry College Campus / FET Centre Name:	
Type/Description of Equipment:	
Serial Number:	Make and Model:
Evidence of return of loan item, detailing date and signature:	
Returned to FET Campus/ Centre on	& Received by Kerry ETB Staff Member
Date	Signed