**Guidance on clearing down any donated laptops before issuing to parents / pupils**

In the first instance you should wipe all of the devices back to their factory settings. Each manufacture and model will always have different processes; however you should use options for a full wipe.

Once completed please run any windows updates and driver updates. Devices should only be distributed if they are capable of running supported Operating Systems and web browsers.

If you need support carrying out these tasks please raise a ticket with the Central ICT Support Team / contact your ICT Support provider.

Please see below Links to some of the major manufactures

**HP**

Wiping Device - <https://support.hp.com/gb-en/document/c00006110>

Drivers -  <https://support.hp.com/gb-en/drivers/laptops>

**Dell**

Wiping Device - <https://www.dell.com/support/kbdoc/en-uk/000132443/restoring-your-computer-s-software-to-the-factory-settings-for-windows-vista#:~:text=Log%20in%20as%20a%20user,to%20factory%20condition%20check%20box>.

Drivers - <https://www.dell.com/support/home/en-uk?app=drivers>

**Toshiba/Dynabook**

Wiping Device - <https://support.dynabook.com/support/viewContentDetail?contentId=2737864>

Drivers -  <https://support.dynabook.com/drivers>

**Lenovo**

Wiping Device - <https://support.lenovo.com/gb/en/videos/vid100759-how-to-reset-your-laptop-to-factory-defaults-using-lenovo-onekey-recovery-okr>

Drivers -  <https://pcsupport.lenovo.com/gb/en/>

**Other considerations**

Laptops loaned to parents / pupils should be issued using the template loan agreement form with an appropriate disclaimer form.

If lending- the loan agreement will be subject to the IT acceptable use policy, and parents should explicitly consent to this.

**Loan of donated equipment Agreement**

**This iPad and charger, serial number:\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IPAD Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is the property of “school name”.**

* **I, the parent, agree to return the laptop when this educational provision is completed.**
* **I agree that it will be used solely for the purpose of educational provision and not for personal use.**
* **I agree that I will not download any software onto the device and that it will only be used in the home and over a secure WiFi network.**
* **I agree that if the iPad and charger are returned undamaged, the loan will be free of charge.**
* **I agree that if the iPad and/or charger is damaged to the degree that either or both need to be repaired or replaced, I will be charged accordingly for all repairs and associated costs.**
* **I agree to return the iPad and charger on the loan end date, agreed below.**

**This loan agreement is subject to the school’s acceptable IT Use policy – a copy of which is provided with this document.**

The laptop is loaned with the express understanding that the borrower accepts the equipment in “as is” condition and assumes sole responsibility for its safety operation and maintenance while in their possession.  The laptop has been donated to the Trust  and accordingly, the Trust shall not be responsible for any loss or damage caused by use of the device.

**Loan start date:**

**Loan end date:**

**Signed (parent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed (Senior LECA staff): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**