

Virtual School for LAC  
Children and Culture Directorate  
Town Hall, Mulberry Place  
5 Clove Crescent, London E14 2BG  
Tel 020 7364 6304



## Tower Hamlets Virtual School and Social Care Learning Device Agreement: Please read each section of this Learning Agreement, date, sign and keep a copy

**This Agreement MUST be signed and returned to the Virtual School or Social Care BEFORE a device is issued**

By signing this agreement, the parent/carer, social worker and young person fully understand that:

- The Department for Education and Social Care have authorised the allocation of a device to meet the learning needs of:

- **Name:** ..... **Year:** .....
- **Mosaic number** .....
- **Educational Establishment** .....
- **Telephone number:** .....
- **Email:** .....

**Parent/Carer name:** .....

**Address:** .....

**Telephone number:** .....

**Email:** .....

### Social work authorisation

This certifies that there is no reason at the time of signing, why this child can not be issued with a device.

**Social Worker:** .....

**Team:** .....

**Team Leader:** .....

**Senior manager:** .....

**Social work – Authorisation – Signature** ..... **Date** .....

This authorisation confirms that all responsible steps have been taken by the Social Work Team to confirm allocating a device is safe for this child, family, placement and home. It is expected that this is done taking full account of the demands of the child's placement, care plan, home and parenting situation.

The social worker, supported by their team manager, takes all responsibility for ensuring a robust e-safety plan is in place. E-Safety must be established in advance and evidenced on this form.

The Social Work Team takes liability for insurance and loss of the device, as an asset allocated by the council as a whole. All devices, details and this agreement must be added to the child's care file.

It is the responsibility of the team to return the device and note this on the asset register once the device is no longer required, amending the child's records accordingly.

Any re-issue within this or any other service must be recorded on the asset register with the service taking responsibility for "wiping the device". This is essential so that the device is safe to be used by any new user. If this can not be done, the device can not be re-allocated.

The Social Care Team allocating, must remain aware of the device and make new teams aware when a child moves team.

The Social Work Team take full responsibility for the withdrawal of the device if it presents any issue for the care plan.

Devices are not an entitlement, they are only issued when a child does not have access in any other way. This device can be withdrawn by social care at any time if it is no longer required, misused or presents issue in the placement.

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**School liaison – Devices will not be allocated without this information unless a young person is NEET or under 5.**

The social worker must check that the school has no legitimate objections to the child having a device. They must also inform the school that the child has been allocated a device and request the school link this allocation to learning including SEND, PEP or other educational plans.

**School informed of application – Yes or N/A because .....**

**Name: .....**

**Email: .....**

**Telephone: .....**

**Role: .....**

I understand that this device is for the sole purpose of education and study and that it remains the property of Tower Hamlets Council and must be returned on request.

**The device is provided by the Department for Education and allocations are strictly limited to support those with no device and or internet access during the ongoing Covid-19 crisis. This is not an entitlement.**

**All allocations are vetted by Social Care and will only be authorised if jointly recommended by your education provider and social care. In the case of those with a care order, authorisation must be further ratified by the Virtual School.**

- The device is provided by the Department of Education via a central supplier. All guarantees, maintenance and issues re: the device are to be referred to the manufacturer of the device under its device guarantee. Issues and additional costs cannot be referred to the LA, Social Work or the Virtual School.
- The minimum standard device provided is a Microsoft complainant 11” screen laptop with Windows 10. This is an educational device and young people need to be aware that it is fitted with software to prevent misuse. This will not be removed and any attempts to circumvent this safe use software will be regarded as misuse that could lead to the withdrawal of the device.

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## **Establishing E-safety – solutions that the social worker can consider.**

### **School based safety**

- Devices are fitted with Cisco Umbrella, which will filter inappropriate online content. Social workers can make schools aware that they are applying for a device. A decision can be made to add the device to the school's monitoring solution. This could be done via the school IT department and Designated Safeguarding Lead.
- It is acceptable to ask the school to wipe the device and image it to the school's full safety specification.

### **Home-based safety**

There are scenarios in care where access to school support e-safety is not required or possible. You may therefore opt for creating controls in the home or placement:

These weblinks explain how this could work:

- <https://www.internetmatters.org/blog/parental-controls/smartphones-and-other-devices/>  
<https://www.getsafeonline.org/> and <https://www.getsafeonline.org/video/>

### **Devices allocated to adults**

Care leavers and parents are often adults and therefore the need for e-safety may not be applicable. The social work team and manager take responsibility for this.

### **The device**

- The operating system on the device is based on Windows 10 Pro, but with education specific defaults and provides a number of built in security measures to protect the identity of the user, their data and the device itself such as:
  - ● Windows Information Protection
  - ● Windows Defender Credential/System Guard
  - ● Windows Defender Exploit Guard
  - ● Windows Defender Antivirus

Access to windows applications via MS360 requires a valid student email account linked to a school.

There is no provision in this offer for peripheral accessories e.g. printer, software, ink, extended warranty, drives, USB sticks etc. The Council, Social care, Schools or Virtual School bear no responsibility for **any further costs** from an internet service provider, servicing, fixing or setting up a laptop for use.

A case is provided and it is expected that this is used at all times to protect the device when in transit.

The laptop is assigned on the understanding that a full and agreed discussion between the parent, carer, social worker and young person must be undertaken to set **“Home Rules”** This must include *how, when and where* the device should be used. The rules must include responsible e-Safety usage, sharing with other people in the household and any consequences if the **“Home Rules”** are not fully adhered to.

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If the young person moves from the home or placement, all documentation and the device must go with the young person and be readily available on request. The device needs to be covered by the home insurance policy in place at the child's home.

**Where insurance is not possible the social work team authorising allocation takes responsibility for the loss and replacement of the council asset.**

**Dongle provision:**

Dongles are provided to young people with no broadband access in their home. This facility is not provided to enable use in any other location than the home address. The internet agreement is not held by the council, it is enabled and funded by Government. The council has no ability to increase its scope or extend its length. The Dongle must be returned at the end of the contract, according to the requirements of the provider.

**Carer's Agreement:** I agree to these learning device purchase terms and conditions for my young person.

Name: .....

Signed: ..... Date: .....

**Young Person's Agreement:** I agree to follow the all the set "**home rules**" and these terms and conditions.

Name: .....

Signed: ..... Date: .....



# HOUSE RULES

When can the device be used and for how long?

Where can the device be used?

What can the device be used for?

How will I stay safe online?

What will happen if I do not follow the rules?

**Carer's Agreement:** I agree to the "home rules" and understand what will happen if the rules are broken.

Name: .....

Signed: ..... Date: .....

**Young Persons Agreement:** I agree to follow all the "home rules" and understand what will happen if I break the rules.

Name: .....

Signed: ..... Date: .....

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**Additional notes regarding the e-safety plan:**

**Additional notes regarding insurance:**

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## **Device Issue**

**Key details of device allocated:**

**Date of issue:**

**Location and date of issue:**

**Council officer issuing the device:**

**Key details of dongle allocated:**

**Date of issue:**

**Location and date of issue:**

**Council officer issuing the device:**

**Date:**

**Child's care record – up dated to log allocation of device Y**

**Social worker =**

**LAC**

**EPEP plan records that a device has been allocated – Y**

**VS teacher**