



SURREY LIFELONG LEARNING PARTNERSHIP
LAPTOP LOAN SCHEME PILOT 2010

INTRODUCTION

The Surrey Lifelong Learning Partnership Laptop Loan Scheme aims to:

- Encourage and stimulate community delivery in areas of multiple need and amongst communities of interest in Surrey
- Enable more community groups to be able to learn about ICT or use technology in other subjects to further their learning
- Enable providers who do not have equipment to be able to offer modern classes in the community using computers and up to date peripherals and resources
- Provide community tutors with hands-on access to new technologies for them to have the opportunity to trial new classroom approaches using computers

Partners and local community groups will be invited to apply to borrow banks of computer equipment for short periods for specific community learning activities for adults.

PRIORITY AREAS AND LEARNERS

Due to the conditions of the funding streams that enabled the Partnership to purchase the equipment, loans should meet the needs of the highest priority adults in the county. Certain sets of equipment must provide a direct benefit to voluntary and community groups and charities (see eligibility notes on page 3).

Priority geographical areas

- Chertsey St Anns (Runnymede)
- Stanwell and Ashford (Spelthorne)
- Walton North (Elmbridge)
- Lower Green (Elmbridge)
- Old Dean (Surrey Heath)
- Farncombe & Binscombe (Waverley)
- Aaron's Hill and Ockford Ridge (Waverley)
- Sheerwater and Maybury (Woking)
- Westborough and Stoke (Guildford)
- Ash Wharf & Ash Vale (Guildford)
- Leatherhead North (Mole Valley)
- North Holmwood and Goodwyns (Mole Valley)
- Merstham (Reigate & Banstead)
- Preston (Reigate & Banstead)
- Court and Ruxley (Epsom & Ewell)
- Westway (Tandridge)

Priority communities of interest

- adults with no level 2 qualifications
- ex-offenders
- lone parents with low skills
- adults with learning difficulties/disabilities
- unemployed people seeking to get back to work
- BME groups
- refugees and asylum seekers
- travellers
- adults with mental health problems
- adults recovering from addiction
- homeless people
- low-skilled adults living in rurally isolated communities
- older people at risk of social exclusion
- volunteers with training needs

AVAILABLE EQUIPMENT AND RESOURCES

LAPTOP COMPUTERS

	Number of computers	Specification	Software	Eligibility for loan
Green Set 1	8	Acer Extensa 5630	Windows Vista Office 2007 Professional	Voluntary and community groups, charities and providers delivering specifically to these groups
Green Set 2	8	Acer Extensa 5630	Windows Vista Office 2007 Professional	Voluntary and community groups, charities and providers delivering specifically to these groups
Green Set 3	8	Acer Extensa 5630	Windows Vista Office 2007 Professional	Voluntary and community groups, charities and providers delivering specifically to these groups
Yellow Set 1	8	Acer Extensa 5230E	Windows 7 Office 2007 Professional	Any community group or provider in Surrey. Priority will be given to activity in target geographical areas & with target communities
Yellow Set 2	8	Acer Extensa 5230E	Windows 7 Office 2007 Professional	Any community group or provider in Surrey. Priority will be given to activity in target geographical areas & with target communities
Yellow Set 3	8	Acer Extensa 5230E	Windows 7 Office 2007 Professional	Any community group or provider in Surrey. Priority will be given to activity in target geographical areas & with target communities
Blue Set (Apple Mac)	10	13.3" notebook 2.26GHZ processor 2GB RAM 250GB HDD Built in video camera DVD-RW/CD-RW 2 X USB ports Wireless networking enabled	Mac OS X Microsoft Office 2008 iLife (incl. iPhoto, iMovie, GarageBand & iWeb) Photoshop Elements	The MacBook suite will ideally be loaned to organisations and groups which are already familiar with teaching and learning using Apple Mac computers. Priority will be given to creative, audio and media projects and courses.

PERIPHERALS

The Partnership holds a limited stock of peripherals for use with laptops loaned through the scheme.

	Notes	ELIGIBILITY
Flip MinoHD Camcorder	Digital video cameras with 4GB of memory. Records 60 minutes of footage. Inbuilt USB for transfer to PC	Any community group or provider in Surrey. Priority will be given to activity in target geographical areas and/or with target communities
Draytek Router	Networking equipment	
Samsung digital camera	10+ megapixel cameras	
Sony Voice Recorders	For recording audio as mp3	
Orbit Optical Trackball Mouse	An alternative to the mouse for adults with problems with motor control	
Headphones		
USB Memory Stick		
Data Projector		
Abilitynet adaptive technology starter kit	Trackball mouse, mini keyboard with keyguard, accessibility software	
Projector Screen		
Card reader	USB 2.0, reads SD, mini SD, MMC, xD, SDHC etc.	
iPod Touch 8GB	Advanced MP3 player with ability to use apps and surf the internet	Only available as an add-on to a MacBook Suite loan.
iPod Shuffle	MP3 player	Only available as an add-on to a MacBook Suite loan.
Card reader		

LIBRARY RESOURCES

Publication Details	Number of copies available
The Internet for the Older and Wiser by Adrian Arnold (in conjunction with the U3A) 2009 – 312 pages – ISBN 978-0-470-74839-8 Replacement cost £12.99	12
Microsoft Office 2007 in Simple Steps by Greg Holden 2009 – 237 pages – ISBN 978-0-273-72355-4 Replacement cost £10.99	24
The iPod and iTunes Pocket Guide by Christopher Breen 2010 – 290 pages – ISBN 978-0-321-64909-6 Replacement cost £9.99	3
Silver Surfers' Colour Guide to Online Shopping by Roger Shaw 2007 – 192 pages – ISBN 978-0-572-03310-1 Replacement cost £7.99	12
Teach Yourself Visually: Digital Video by Lonzell Watson 2 nd Edition, 2010 – 305 pages – ISBN 978-0-470-57097-5 Replacement cost £21.99	12
How to Do Everything Mac by Dwight Spivey 2 nd Edition, 2010 – 522 pages – ISBN 978-0-07-163998-9 Replacement cost £15.99	6
Absolute Beginner's Guide to Computer Basics by Michael Miller (includes Windows 7) 5 th Edition, 2010 – 426 pages – ISBN 978-0-7897-4253-7 Replacement cost £14.99	12
Digital Photography for the Older and Wiser by Kim Gilmour (in conjunction with the U3A) 2010 – 287 Pages – ISBN 978-0-470-68702-4 Replacement cost £12.99	12
Windows 7 for Dummies (Quick Reference) by Greg Harvey 2009 – 211 Pages – ISBN 978-0-470-48961-1 Replacement cost £13.99	11
This is Social Media ('Tweet, blog, link and post your way to business success') by Guy Clapperton 2009 – 180 pages – ISBN 978-1-906-46570-4 Replacement cost £12.99	1

Facebook Marketing ('Leverage Social Media to Grow Your Business') by Steven Holzner 2009, 273 pages – ISBN 978-07897-3802-8 Replacement cost £15.99	3
Twitter Marketing – An Hour A Day by Hollis Thomases 2010 - 478 pages – ISBN 978-0-470-56226-0 Replacement cost £19.99	3
The Genealogist's Internet by Peter Christian 4 th edition, 2009 - 402 pages - ISBN 978-1-905615-39-1 Replacement cost £14.99	12
Podcasting for Dummies ('Plan, produce and promote your podcast') by Morris, Tomasi & Terra 2 nd Edition, 2008 – 366 pages – ISBN 978-0-470-27557-3 Replacement cost £13.99	12

Books can be loaned as a whole set for classroom use, or as individual copies for upskilling and continuing professional development for tutors or group leaders. The default loan length will be one calendar month but longer or shorter loans are possible by negotiation.

INTERNET CONNECTIVITY (DATA)

Wherever possible, organisations should aim to use a venue that has wireless broadband connectivity available to them. If, however, one wants to deliver learning in a particular venue where wireless broadband is not available then 3G USB Modems can be considered.

SLLP has one set of 3G USB Modems (familiarily known as 'Dongles') on the O2 network available for loan. One 'dongle' should be used per computer for optimum speed and reliability. These 'dongles' are loaned out empty and the organisation borrowing them will be able to top them up with data credit **directly via the O2 website**. A £10 security deposit cheque will be required per 'dongle' borrowed. This cheque will be returned/destroyed when the 'dongle' is safely returned at the end of the loan period.

Activating and topping up

Activating and topping up a dongle is very easy. The first time you plug a 'dongle' into a laptop, software is installed which then connects directly to the O2 website, activates the number (each dongle has a number in a SIM card just like a mobile phone) and then invites you to load data via the O2 website.

Cost of data top-ups

O2 charges for 1 or 30 day deals. Current prices [correct as at July 2010] are as follows:

Mobile Broadband Daily*	Mobile Broadband Monthly*
£2 = 200MB + unlimited Wi-Fi access Promotional amount 500MB until 30/09/10	£15 = 2GB + unlimited Wi-Fi access Promotional amount 3GB until 30/09/10
*Available for 24 hours	*Available for 30 days
Buy now	Buy now

It is feasible and cost-effective to use 'dongles' for very short periods of time. You will need to use a **credit or debit card** for 'topping up'.

Surrey Lifelong Learning Partnership can advise on the best method of keeping the 'dongles' topped up with credit. The Partnership can also advise on purchasing your own set of 'dongles' for maximum flexibility.

LOAN FEES

PC laptops will be loaned out in multiples of 4. Please state in your application how many computers are required.

For a set of **4 x laptop computers (PC):**

Length of loan	1 week	1 month	10 weeks
Loan fee (contribution to insurance, upkeep and future replacement)	£10	£36	£50
Delivery and collection	£1 per mile for a return trip from GU21 2EP to location each way unless recipient organisation chooses to collect equipment		

Apple computers will be loaned out as a set of 10.

For a set of **10 x MacBook laptop computers:**

Length of loan	1 week	1 month	10 weeks
Loan fee (contribution to insurance, upkeep and future replacement)	£30	£90	£140
Delivery and collection	£1 per mile for a return trip from GU21 2EP to location each way unless recipient organisation chooses to collect equipment		

OPTIONAL EXTRAS

INTERNET CONNECTIVITY (DATA)

USB 3G MODEMS 'Dongles'	£10 refundable security deposit cheque per 3G USB Modem borrowed. Data charges to be paid directly to O2 as detailed on page 7.
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PERIPHERALS

The following fees apply to all peripherals with the exception of data projectors and Apple iPods.

Length of loan	1 week	1 month	10 weeks
Loan fee (contribution to insurance, upkeep and future replacement)	£1.50	£5	£8
Delivery and collection	£1 per mile for a return trip from GU21 2EP to location each way unless recipient organisation chooses to collect equipment		

The following fees apply to data projectors and Apple iPods.

Length of loan	1 week	1 month	10 weeks
Loan fee (contribution to insurance, upkeep and future replacement)	£3	£10	£16
Delivery and collection	£1 per mile for a return trip from GU21 2EP to location each way unless recipient organisation chooses to collect equipment		

Books will be loaned out at no charge to the provider or group. The stated replacement costs above will be paid by the provider or group in the event of books being lost, stolen, damaged or defaced. Standard loan length will be one month; longer loans are available by request.

All loan fees are to be paid in advance of receipt of equipment. An invoice will be issued and payment can be made by bank transfer, cheque or cash. The Partnership cannot pay refunds in the event of a class or project not running.

STORAGE, SAFETY AND ACCEPTABLE USE

You are responsible for the safe storage of computer equipment when it is in your possession.

Storage – The ideal storage solution for loaned equipment is in a secure lockable cupboard inside locked and alarmed premises. We appreciate that this is not always possible but the organisation borrowing the equipment must take all measures available to them to ensure equipment is safely stored. You will be asked to detail where equipment will be stored and what safety and security arrangements you can put in place and this will have a bearing on your application. When in use in the classroom/venue or being transported by car equipment must not be left unattended.

Acceptable use policy - You will be responsible for monitoring usage of the computer equipment and making sure your learners do not access inappropriate websites on the Internet. Please read the acceptable use policy, found in Appendix C. Organisations taking loan of equipment will be expected to uphold this policy.

Organisations taking loan of equipment may not load their own software onto the computers without prior authorisation and adequate software licenses in place.

Losses and Thefts

All losses and thefts must be immediately reported to the Partnership on 01483 481789 or by email to landrews@surreyllp.org.uk. All thefts must be reported with your police incident number.

Fault Reporting

Please contact us by email at landrews@surreyllp.org.uk to report faults, stating the number of the computer is faulty and the nature of the problem. You will find the computer number on a white sticker on the underside of the laptop. The Partnership will seek to rectify faults in a timely manner. Where equipment is still under warranty and there is a hardware problem there may be some delay as the computer will be returned to the manufacturer.

APPLICATION PROCESS

If you wish to apply to use SLLP computer equipment, please complete the form at Appendix A, stating the project or course you intend to deliver, the loan period you require, your storage and safety details, responsible person details and agree to pay the appropriate loan fees or security deposits.

Loans will normally be for a period of up to 10 weeks although some items will be loaned for longer periods. No loan will be longer than one academic year. Repeat loans will be possible, subject to demand. Where no eligible applications are submitted, the Partnership will use the equipment for projects in Surrey at its discretion.

New consumables will not be funded e.g. paper, printer cartridges, batteries although all loan equipment will be provided in a fit-for-purpose state.

Joint applications between partners are encouraged, however a lead body must be stated and this partner will be accountable for the safe keeping of equipment.

Completed forms should be sent by email to landrews@surreyllp.org.uk or by post to:-

Lucy Andrews, Community Learning Manager

Surrey Lifelong Learning Partnership

Unit 211 Lansbury Estate

102 Lower Guildford Road

Woking, Surrey

GU21 2EP

ASSIGNING EQUIPMENT

Autumn term 2010 is a pilot period for the laptop loan scheme. Equipment will be assigned by the Partnership by assessing applications against the following criteria:

1. Is the loan for an area of identified geographic need?
2. Does the loan serve identified priority groups?
3. Is the group/provider eligible to apply to borrow the particular equipment it has requested?
4. Are adequate security and storage arrangements in place?
5. Does the proposal contain any innovation in community learning?
6. Does the proposal contain any upskilling of teaching or support staff?
7. Does the proposal work with others submitted to ensure a fair geographical distribution of equipment across the county?

The Partnership intends to operate the loan scheme in full from January 2010, with the following proposed closing dates for applications for new loans:-

1 December 2010 (for loans commencing 5 January 2011)

1 March 2011 (for loans commencing 26 April 2011)

For 2011 loans all applications will be assessed by a panel of at least 3 people, one of whom will be external to Surrey Lifelong Learning Partnership and work in the education or voluntary and community sectors.

MONITORING AND EVALUATION

All organisations successful in obtaining equipment on loan will be asked to provide feedback about its use. The monitoring and evaluation form can be found at Appendix B.

APPENDIX A: LOAN APPLICATION FORM

Name	
Email address	
Address and contact details	
Organisation	
Subjects to be taught (and levels where applicable)	

Locations of project and teaching	
Number of learners the loan will impact on (estimate)	
Equipment required	
Duration of loan sought (start and end dates)	
Security and storage arrangements at venue	

Please give a short account of how you think you will use the equipment and what impact you hope it will have on learners and their achievement.

If my application is successful I agree to evaluate the impact of the equipment on teaching and learning and to cascade my experience to other staff. I understand I may be responsible for loss of or damage to any items of equipment I borrow. I agree to abide by the SLLP code for use of the Internet and use of ICT equipment.

Signed:

Date:

APPENDIX B: MONITORING AND EVALUATION FORM

Name	
Contact Tel no.	
Email	

Equipment loaned

Item

Subjects in which equipment has been used	
Locations where equipment has been used	
Numbers of learners the equipment has impacted on	

At the start of the loan period, you gave a short account of how you thought you would use the equipment and what impact you hoped it would have on learners and their achievement.

Q1. Are you using the equipment in the way you anticipated?	Yes	No
If no please explain why		

Q2. Are you using it differently?	Yes	No
If yes please explain how		
Q3. Does the equipment enable you to develop your teaching practice and administration to benefit learners, or develop new resources to do this?	Yes	No
If yes please explain how		

Q5. Is it having the impact on learners you hoped it would have?	Yes	No
If yes how does it have an impact?	If no why does this not happen?	
Q6. Does it have any other unexpected impact on learners?	Yes	No
If yes please describe these		

Q7. How do you collect feedback from learners? If available, please give a couple of examples, either positive or negative.		
Q9. Would you be interested in borrowing any other equipment?	Yes	No
If yes please specify what and why		
Q10. Has using the equipment helped you identify any training needs?	Yes	No
If yes please specify what		

Please use this space if you wish to make any other comments.

APPENDIX C: ACCEPTABLE USE POLICY

The following is deemed unacceptable use or behaviour:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised websites
- publishing defamatory and/or knowingly false material on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- introducing any form of malicious software into the computers

Monitoring

Where the internet is provided it should be used for learning purposes. Therefore, as a learning provider you should monitor the volume of internet and network traffic, together with the internet sites visited to guard against improper use.

Sanctions

Where you believe that a learner has failed to comply with this policy, they should be reminded of this policy. A second warning should lead to a greater sanction such as the removal of the right to use the internet in class. In the most extreme circumstances it may be appropriate to ask the learner to leave the class.

Agreement

All organisations who have been granted the right to use Surrey Lifelong Learning Partnership's computer resources are required to read and adhere to this policy.

Note: Personal information

Learners are to be encouraged to ensure they save their work to a memory stick or dvd/cd-rom and to avoid saving their personal details or documents on to the computers to minimise the risk of identity theft when using shared computers.

Surrey Lifelong Learning Partnership Laptop Loan Scheme would like to thank the following organisations for their funding or advice:

NIACE
BIS
Portsmouth City Council
Surrey Learning and Skills Council
Skills Funding Agency