



Chesswood Junior School Chesswood Laptop Recycling Scheme



We are well aware that demand for technology and access to the internet is heightened at the moment due to a large number of the Chesswood community learning from home. Understandably it can be quite difficult in some households for Chesswood children to access the home learning.

To help with this Chesswood are offering a laptop fix and recycling scheme for any laptops or tablet devices. This document lays out the procedure we are taking and any terms and conditions of using this service.

Devices Fully Donated to Chesswood

- A device donated to Chesswood Junior School becomes the property of the school and after handing over the device all ownership transfers to the school. Once donated the school will not hand back any devices.
- Any data or files must be retrieve from the laptop before handing it over to the school. The school will take no responsibility or liability if donating the device results in:
 - any lost data, data corruption, loss of images, documents or information
 - any financial loss, or loss and interruption to business or contracts
 - any loss that is not reasonably foreseeable.
- The device must be owned by you and you agree to sign a from stating this, the school has a duty to ensure the devices is not owned by someone else or stolen. Any devices which the school suspects may have been stolen or not owned by the person donating will be passed to the police.
- All data on the device when handed over will be irreversible deleted. This will be done using either:
 - The in built in Windows fully clean the hard drive option
 - DBan disk eraser
 - A full factory reset for a tablet or iOS device
- If the laptop cannot be repaired or made good to be distributed it will be recycled under the WEEE Directive.
- If the device is then fixed and donated we will not release any information of where or who the device is given to, nor we will tell who we give the device to where it came from.



Devices Given to the School for Repair

- To make use of the repair service the school needs to agree to this before the device is brought into the school, the school has the right to refuse any repair for any reason.
- The device will only be repaired by the school if it is required by a pupil to enable their home learning. The device must then primarily be used for the pupil whom its being fixed for, devices which intended to be used by person other than the pupil will not be accepted.
- All required data on the device if required must be backed up by the owner before the device is handed over.
- Most devices are fixed by initiating a wipe and reinstall of the operating system. If this is the only process that is required, the repair will be free of charge.
- If parts are required to get the laptop to a working condition this will be chargeable, if this is the case it will be discussed with the laptop owner whether to proceed or not before additional work is carried out.
- Although we do not have specific knowledge of your computer setup we will attempt to minimise disruption to your system as much as we can but we cannot be responsible for any unforeseen issues that may arise from any of our services.
- If your computer system or equipment is under manufacturer warranty our services may affect manufacturer warranty validity. We will check before any repair if it is under warranty but it is your responsibility to assess the effect of our services on any manufacturers warranty.
- The school will take no responsibility or liability for any service performed regarding:
 - any lost data, data corruption, loss of images, documents or information
 - any financial loss, or loss and interruption to business or contracts
 - any loss that is not reasonably foreseeable.
- Any repairs carried out will not subject to any warranty from the school, the school will ensure the device is fully working before hand back over.
- The school will aim to repair any laptops withing 5 working days but no we will not be held responsible for any repairs that exceed this time.