

DAMAGE / VANDALISM TO THE

ACADEMY POLICY



Latest review undertaken June 2025

Next review: June 2027

Current Version	June 2025
Minor changes made	
Significant changes made	
Ratified	
Validity	2 Years
Next Review	
Author	R Griffin, Principal

1. Rationale and Aim

At Hadrian Academy we expect all school equipment and property to be treated with care and respect. This will ensure that we have a well-resourced learning environment for all our pupils.

This policy applies to all pupils who attend Hadrian Academy and should be referred to in the event of any damage to academy property. This includes books / IT equipment / PE equipment / damage to the building. Hadrian Academy expects all pupils to treat the school building and its contents / equipment with respect at all times.

2. Policy

Any pupil who causes damage, or is suspected of causing damage, to academy property will be referred to a member of the senior leadership team (SLT). A member of the SLT will carry out an investigation and using Hadrian Academy's Positive Behaviour Policy, will impose any consequence deemed appropriate. Hadrian Academy also reserve the right to involve any external authorities (e.g. Police) where we consider it necessary or where a serious offence may have been committed.

Charging for Cost of Repair / Replacement for damage to school property

Hadrian Academy will fully investigate any incident of damage to school property. Any damage incurred will be assessed and photographed as evidence. A copy of the photograph and report will be sent to parents / carers together with a request for a contribution towards the cost of repair or replacement of the object that has been damaged or vandalised. If the damage is done by more than one pupil the full cost will be divided equally between the pupils.

Where damage is caused, a consequence may also be applied in accordance with the school's behaviour policy.

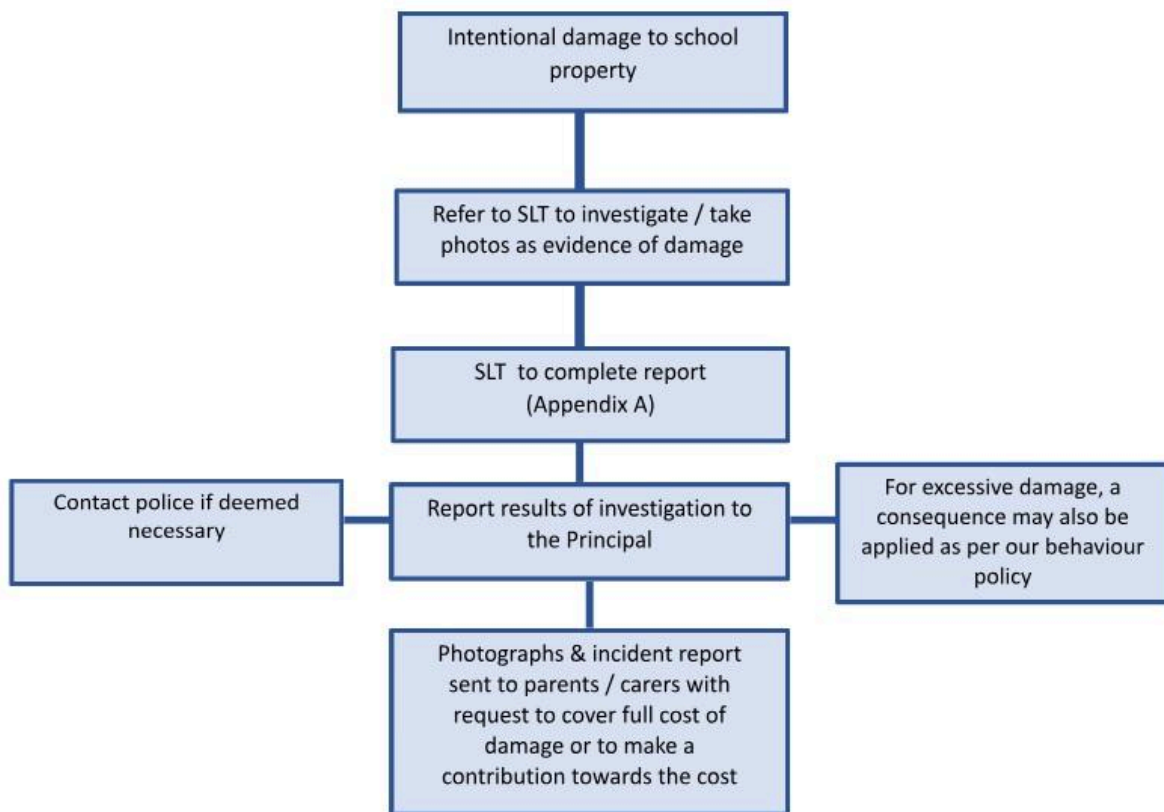
Some repairs may be completed by an outside contractor and this therefore, will be reflected in the cost of the repairs.

School owned IT Equipment at Home

If a student uses a school ChromeBook at home, they and their family will be required to sign an acceptable usage agreement (see Appendix B) which will stipulate damage / loss protocols and liability.

Loaned Resources (Non-IT)

Students who damage or lose school loaned equipment such as a library book will be required to replace like for like.



3. Monitoring and Evaluation

The effectiveness of this policy will be regularly monitored by the Principal.

4. Implementation and Review

This policy will be circulated to all academy staff and published on the academy website for parent/carers information. The policy will be reviewed two yearly.

5. Author and Date

Author: Ross Griffin, Principal

Approved by: Chair of Governors

Date: June 2025

Appendix A: - Investigation Report Template

Date of Damage / Vandalism	
Date of investigation	
Name of Pupil and Form Group	
Name of Investigating member of staff	
Description of damage	
Statement from pupil	
Pupil signature	
Member of staff signature	
Is photo evidence included	Yes / No If No – why is this not available
Cost to family for repair / replacement	



IT device loan agreement for pupils

1. **This agreement is between:** 1) Hadrian Academy, Hadrian Avenue, Dunstable, LU5 4SR ("the school")

2) Name of parent: _____
Address: _____ ("the parent" and "I")

And governs the use and care of IT devices assigned to the parent's child (the "pupil"). This agreement covers the period from the date the device is issued through to the return date of the device to the school. **The Chromebook is being borrowed in the week and therefore needs to be brought into school each day.**

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil a Chromebook ("the equipment") for the purpose of doing school work from home.
2. This agreement sets the conditions for taking a Hadrian Academy Chromebook ("the equipment") home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read this agreement and understand the conditions of the agreement.

I understand that I and the pupil are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform Miss White, and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand from the school in the same condition.

I will not leave the equipment unsupervised in unsecured areas.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use;
- Don't leave the device in a car or on show at home;
- Don't eat or drink around the device;
- Don't lend the device to siblings or friends;
- Don't leave the equipment unsupervised in unsecured areas.

3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language

I accept that the school will sanction the pupil, in line with our Behaviour Policy, if the pupil engages in any of the above at any time.

4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected - strong passwords with a combination of upper and lower-case letters, numbers;
- Make sure my child locks the equipment if it's left inactive for a period of time;
- Do not share the equipment among family or friends;
- Install the latest updates to operating systems, as prompted.

If I need help doing any of the above, I will contact Miss White on the email office@hadrianacademy.co.uk

6. Return date

I will return the device in its original condition to the school office within 7 days of being requested to do so. **Or in the case of borrowing it in the week and bringing it into school each day, then it will be left at school on the Friday and therefore returned to the school.**
- Please leave the Chromebook with the class teacher.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

Pupil's Full name.....

Class.....

Parent/carer's Full name.....

Parent/carer's Signature.....

Date:

Chromebook brand: S/N: