



Dear Parent or Carer,

The accompanying Lending Agreement sets out the terms of the digital lending that is a part of The Institute of Imagination's (iOi) Flying Futures programme.

For our Flying Futures programme we will be lending:

- Chrome book computers
- WiFi Hub
- Hair dryers

Lending Process

Step 1:

First, you will be asked about what access you already have at home to digital technology by an iOi representative. If you borrow equipment from us, as a parent or carer, you then have to sign the Lending Agreement. You must also show us one proof of identity. This will be scanned and stored for our records and will be kept in line with our data protection and GDPR regulations*. You will also be signed up to receive communications from us either on the phone or via email regarding digital lending and the Flying Futures programme.

Step 2:

The iOi will then lend you the digital equipment and give you the materials you need to engage in our Flying Futures sessions from home. You can collect your Lending Box from the lending hub where you signed up. When you pick up your box, you will also receive more information about these sessions and all of the fun ways in which you can use the materials in your Lending Box. There'll also be information sheets inside the Lending Box, to support you with your lending.

Step 3:

You now have your materials and your digital equipment and are ready to participate in the Flying Futures programme online sessions! You can use as much or as little of the materials you like and do not have to return any left-over tinkering materials to us. You may keep the digital equipment for a total of **2 weeks** from the date of receipt of your digital lending box. This is the date you signed this agreement and received your lending box. Someone from the iOi will be in touch with you during your lending period to speak to you about how things are going and about how you can safely return your equipment on time.

Step 4:

After 2 weeks you have to return the digital equipment to the lending hub you got it from. Before doing so, you have to take certain steps to make sure the equipment is returned to us in the correct state and order. You can find more information about what to do in our **"Returning what you have borrowed"** document.

*If you would like more information about how your data and information is stored, please contact the iOi on DLL@ioi.london or on +447585009726.



Useful Information

Keeping your data safe:

Each device is cleared of any previous data when handed to you, so it's just like taking it straight out of the box. Before you return the devices to us, we also ask that you do a "digital clean" by logging out of all your accounts and apps, clearing your browser history and deleting any personal information, documents and media you've saved on the device.

If something goes wrong

Each device has a registered serial number: you can find it on the back of the device, next to the QR code. We expect users to take excellent care of our devices, but we understand that accidents happen. If damage occurs, please let us know so we can help you. If a device is lost or stolen please inform us **immediately** on DLL@ioi.london or on +447585009726.

If you have a technical problem with your device, please fill in the "**iOi at Home Breakage Form**" that's saved on the desktop of your Chromebook. If you've borrowed a hairdryer or WiFi, the form can be found on our website: ([link to website](#)). You can also contact us on DLL@ioi.london or on +447585009726 and we can send one over to you or help you fill it in remotely.

Your username and password

If you borrow a Chromebook from us, you will need a password to login. The user profile has already been set up and can be selected when you turn on the Chromebook. Your profile will be called "iOi" and then the number of the device you have borrowed (listed on a sticker on the back), so for example "iOi 05". The password for the profile is: **letmein!2020**

The password **cannot** be changed. If you have any trouble logging in, please contact us on DLL@ioi.london or on +447585009726.

Getting to grips with your devices

Inside the Lending Box, you'll find some resource that can help you get started with Flying Futures. For full instructions on how to use your Chromebook or WiFi dongle, or hair dryer please refer to the '**Welcome page**' that you can find inside the Lending Box. If you need some more help using your device or the internet, please contact us on DLL@ioi.london or +447585009726 and we can talk you through it.

Covid-19

If you or a member of your family become ill with Covid-19 whilst you're borrowing equipment from us, or if you have to isolate for any reason, we ask that you let us know as soon as possible by contacting us on DLL@ioi.london or +447585009726 and that you return the equipment to us at the end of your isolation period.

iOi Digital Lending Code of Conduct

We expect you to follow the terms of lending we've set out and to behave in a way that's responsible, ethical and legal. This traffic light system can help you understand how we expect you to behave online and when handling our digital equipment.

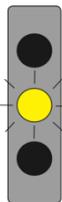
GREEN = Ideal for using our equipment

AMBER = Some other use related to your learning

RED = Do not use our equipment



You've got a green light to use our equipment for all iOi Flying Futures activities. This includes any workshops that we run for the programme, the resources we've included in your lending box and preinstalled apps you can find on the desktop. We also encourage you to use them for school es, such as remote classes and homework.



We want you to get the most out of your digital lending. Therefore, we're happy for you to use the devices you've borrowed for things outside of the Flying Futures programme, like school work and surfing the web. However, if you do it's important that you are careful to behave in a way that is ethical and responsible online. If you're not sure if something you're doing is OK, you can always check with an iOi representative first by contacting us on DLL@ioi.london or on +447585009726.



Under no circumstances can you use the devices for anything illegal, or in a way that is harmful to others. This means using the devices to commit a crime by, for example, purchasing something illegal online, viewing or spreading illegal material, or by doing harm to someone by harassing, threatening or bullying them. If you engage in any illegal or harmful activity, we reserve the right to **terminate the lending immediately** and to alert the proper authorities.