**LAPTOP / DATA SCHEME AND RECYCLED DEVICES FOR STUDENTS**

**Information relating to a laptop, and data scheme and the provision of a limited number of recycled devices for students**

**Background**

The university is supporting students in accessing IT hardware and data for students who may be unable to access computer equipment for the 2023/24 academic year. The university is making provision for assistance so that students can purchase a laptop and/or a data contract, or may receive a recycled device as referenced below.

**In Summary**

* Laptops provided under the laptop scheme will be available to students who meet the criteria and follow the application process set out below (subject to availability)
* The university will award a limited number of recycled devices (PC’s) to students who following completion of the appropriate application process set out below are selected at random by the university
1. **The Schemes**
	1. **Laptops for students Scheme**

The university wishes to support students and has developed an assistance plan for students most likely to need such support, utilising Access and Participation data. The scheme will enable students to be able to access support with the purchase of a laptop should they not have access to one already.

The University has procured a number of laptops for students with an external IT company. Students, if successful, will be given a code to assist with the purchase of a laptop. The voucher will meet the cost of a standard specification laptop. This allocation will not cover some of the higher specification machines needed by students on specific courses but will fund a considerable part of the total cost. Students should appraise themselves of the required specification for their chosen course prior to selection of a laptop – link to Your IT. The vouchers must be redeemed within 3 months of award.

**1.1.1 Eligibility for the laptop scheme**

To be eligible for the laptop scheme, the following criteria must be met:

* Students must be entering Level 3 or Level 4 in the 2023/24 academic year.
* Students must be studying full time on their chosen undergraduate course during academic year 2023/24.
* Student must be home students (meet the residency requirements for student finance)
* Student must have completed registration on a course for the academic year 2023/24.
* Students must not have previously received a Laptop voucher
* Family/household is in receipt of a low income (below £25,000), assessed using information submitted to the Student Loans Company (SLC). Weighting points will be allocated depending on SLC Household income (see table below)
* Additional weighting points (see table below) will be awarded to students with the following characteristics
* Black and Minority Ethnic student
* Mature student (aged over the age of 21 on 1st of September 2023)
* Care experienced or estranged students

As equipment is restricted in number, additional weighting and therefore priority, will be given to students who meet multiple eligibility criteria. While the University will strive to assist as many students as possible disclosure of one or more of the above characteristics does not guarantee receipt of a laptop.

In relation to this scheme, a Care Leaver is categorised as someone who has been in the care of a Local Authority for a period of 13 weeks or more spanning their 16th birthday. The term ‘estranged student’ refers to students who are studying without the support of a family network and have had no contact with either parent for a sustained period of time. Students should normally be assessed as independent by their funding body (for example, Student Finance England) because they are estranged from both parents to be eligible for support If you are in receipt of a LJMU John Lennon Imagine Award you are eligible under these criteria.

**1.1.2 Application process**

Students are required to apply for this scheme via the LJMU student portal [My LJMU](https://my.ljmu.ac.uk/) where their personal details will be submitted (name and university ID). This will enable LJMU to access their relevant eligibility criteria in the Student Information System (SIS).

The closing date for applications is 5pm on 13th October 2023.

**1.1.3 Allocation of award**

Students who meet the eligibility criteria and are awarded a laptop will be issued with a voucher, via email, which will include a link and a code for the discount when used with the external IT company.

The process of allocation will be as follows:

* The details of all applications will be collated
* Student details will be cross-referenced against LJMU Student Information System data held for each student;
* An initial consideration of applications will be completed based on all eligibility criteria listed above. This will assign a weighted score to all students applying for the scheme as detailed in the table below
* If the scheme is oversubscribed at this point, awards will be made to students scoring the highest number of points based on the above criteria
* Once eligibility is finalised, an email, with the relevant link and code for purchase of the laptop, will be issued to each student.

**Recycled Device (Laptop or PC)**

The university has a limited number of used laptops and PCs that are to be distributed by a third-party provider.

Students are required to apply for this scheme via [My LJMU](https://my.ljmu.ac.uk/). The only eligibility criteria for applications to this scheme will be that students must not have been in receipt of an LJMU laptop voucher previously. If the scheme is oversubscribed then awards will be made using an anonymous and randomized lottery selection process. Students will be advised, via email, of the result of their application.

Those students who are selected to receive a recycled device will be notified by email and will be required to collect the recycled device from the Student Life Building on campus.

The student will be required to liaise with the third party provider (Bulky Bobs Charity) to arrange a collection and all relevant details will be provided in the award letter.

1. **Personal Data**

In administering these schemes and in order to determine the eligibility and financial needs of students (where applicable) the university is required to process certain personal data including special category data about students.

In order to assist with the redemption of codes and data cards and collection of laptops and recycled devices, the university is required to share certain personal data (identification data) with the third-party IT companies and service provider of the recycled devices.

In this regard the university has drafted a Privacy Notice explaining the personal data that is processed and the legal basis for such processing.

1. **Legal**

The university is not liable to the student in contract, tort (including negligence), for breach of statutory duty, or otherwise, for any costs, losses or expenses arising under or in connection with any support provided to the student as referenced above or for the student’s use of a code, laptop (purchased using the code), data contract / card or recycled device (together the equipment).

The university is not liable for any:

* loss of the equipment;
* damage to the equipment, including but not limited to maintenance or repair;
* loss of use or corruption of: software, data or information including that which is stored on the equipment (if applicable) ;
* loss of profit;
* loss of agreements or contract,
* any special, indirect or consequential damage of any nature, arising directly or indirectly from the equipment or the student’s use of the equipment.

The equipment shall be the student’s sole responsibility and should the equipment require any maintenance, software or repair, all associated costs, losses and expenses shall be met by the student alone and the university shall have no liability for these or any ongoing costs or liabilities associated with the equipment or use of it.

The student is not permitted to sell or transfer ownership of the equipment. The support provided by the university is to assist students in need and not for students to make any financial gain. Breach of this restriction may lead to disciplinary proceedings and the university may require reimbursement of the value of the equipment.

**Points Table for weighting**

|  |  |  |
| --- | --- | --- |
| Measure | SIS/SLC | Points |
| Household Income 0k – <0.5K | Yes | 25 |
| Household Income 0.5k <1K | Yes | 24.5 |
| Household Income 1K <1.5K | Yes | 24 |
| Household Income 1.5K < 2K | Yes | 23.5 |
| Household Income 2K < 2.5K | Yes | 23 |
| Household Income 2.5K < 3K | Yes | 22.5 |
| Household Income 3K < 3.5K | Yes | 22 |
| Household Income 3.5K < 4K | Yes | 21.5 |
| Household Income 4K < 4.5K | Yes | 21 |
| Household Income 4.5K < 5K | Yes | 20.5 |
| Household Income 5K <5.5K | Yes | 20 |
| Household Income 5.5K < 6K | Yes | 19.5 |
| Household Income 6K < 6.5K | Yes | 19 |
| Household Income 6.5K < 7K | Yes | 18.5 |
| Household Income 7K < 7.5K | Yes | 18 |
| Household Income 7.5K < 8K | Yes | 17.5 |
| Household Income 8K < 8.5K | Yes | 17 |
| Household Income 8.5K < 9K | Yes | 16.5 |
| Household Income 9K < 9.5K | Yes | 16 |
| Household Income 9.5K < 10K | Yes | 15.5 |
| Household Income 10K < 10.5K | Yes | 15 |
| Household Income 10.5K < 11K | Yes | 14.5 |
| Household Income 11K < 11.5K | Yes | 14 |
| Household Income 11.5K < 12K | Yes | 13.5 |
| Household Income 12K < 12.5K | Yes | 13 |
| Household Income 12.5K < 13K | Yes | 12.5 |
| Household Income 13K < 13.5K | Yes | 12 |
| Household Income 13.5K <14K | Yes | 11.5 |
| Household Income 14K < 14.5K | Yes | 11 |
| Household Income 14.5K < 15K | Yes | 10.5 |
| Household Income 15K < 15.5K | Yes | 10 |
| Household Income 15.5K < 16K | Yes | 9.5 |
| Household Income 16K < 16.5K | Yes | 9 |
| Household Income 16.5K < 17K | Yes | 8.5 |
| Household Income 17K < 17.5K | Yes | 8 |
| Household Income 17.5K < 18K | Yes | 7.5 |
| Household Income 18K < 18.5K | Yes | 7 |
| Household Income 18.5K < 19K | Yes | 6.5 |
| Household Income 19K < 19.5K | Yes | 6 |
| Household Income 19.5K < 20K | Yes | 5.5 |
| Household Income 20K < 20.5K | Yes | 5 |
| Household Income 20.5K < 21K | Yes | 4.5 |
| Household Income 21K < 21.5K | Yes | 4 |
| Household Income 21.5K < 22K | Yes | 3.5 |
| Household Income 22K < 22.5K | Yes | 3 |
| Household Income 22.5K < 23K | Yes | 2.5 |
| Household Income 23K < 23.5K | Yes | 2 |
| Household Income 23.5K < 24K | Yes | 1.5 |
| Household Income 24k < 24.5k | Yes | 1 |
| Household Income 24.5k < 25K | Yes | 0.5 |
| BAME | Yes | 3 |
| Care Leaver/Estranged Student | Yes | 3 |
| Mature | Yes | 3 |