



Terms and Conditions

Background to the scheme

In late July 2020 the Minister for Further and Higher Education, Research, Innovation and Science, Simon Harris TD, announced a significant financial package of €168 million in support of higher and further education. **€15 million of this will be used to address concerns regarding the digital divide for disadvantaged students** in the context of the **shift to online and blended models of** learning and which were identified by a range of stakeholders through the COVID-19 structures put in place to co-ordinate responses among the further and higher education sectors. €10 million of this funding will be allocated to the higher education sector and €5 million will be allocated to the further education sector. The Department has confirmed that this is a **one-off special grant** as part of a package of COVID-19-related measures and there is **no provision for additional funding in future years**. The terms and conditions of the Grant are as follows:

- a. HEIs must use the funding for purchase of devices **for distribution to disadvantaged students by means of appropriate lending/rental schemes**.
- b. The **devices will remain the property of the HEIs** whilst students are in receipt of a loaned device. **There is no provision for additional funding in future years** and this should be taken into consideration when designing individual plans for distribution and management of the devices. This laptop loan scheme will only be available this academic year but recipients of the laptop will be able to retain possession of their laptops thereafter.
- c. Following a period of 3 years, UL ownership of the devices will pass fully to the student and will be removed from the University asset register.
- d. **Eligibility will be on a needs basis, prioritised as appropriate by the HEIs**. Institutions may seek appropriate documentation to prioritise applications, including proof of the student's/parent's income, as appropriate, and receipts for costs such as rent, bills or childcare.

Eligibility

To be eligible for a laptop you must be registered as a full or part-time student in 2020-21 and be from one of the designated 'disadvantaged' groups eligible under this government scheme. Eligibility will be on a needs basis and in accordance with the guidelines. UL must be satisfied that a student who receives a device under this grant has demonstrated the financial need for the device to access their programme of study - e.g. they or their family do not have the means to purchase such a device themselves. In deciding which students should receive a device, institutions are required to allocate them on the basis of the target groups identified in the National Plan for Equity of Access to Higher Education 2015 - 2021:

- Access students (socio-economically disadvantaged students) who have accessed UL through the Higher Education Access Route (HEAR) or the Access to University Course
- Students registered with a disability at UL or who have accessed UL through DARE and who can demonstrate a financial need

- First-time Mature students (Undergraduates only) and who can demonstrate a financial need
- Further Education Award holders - i.e. those who have entered UL via QQI/FET pathways and demonstrate a need
- Lone parents
- Members of the Traveller and/or Roma communities
- Students who are or have been in the care of the State
- Other ethnic minorities, asylum seekers or University of Limerick Sanctuary students domiciled in Ireland (NOTE: International Students and non-EU fee paying students are NOT eligible under this fund)
- Students who can clearly demonstrate urgent financial need who are not part of another target group listed above
- Any combination of one or more of the above.

Due to limited availability of laptops UL, prioritization based on overall personal or parental income (as applicable) will be applied. In this regard, supporting documentation must be provided to be considered for this scheme. Your application will be assessed on your eligibility, evidenced by supporting documentation and on the information you provide in the final question of this application. This laptop loan scheme will only be available this academic year but recipients of the laptop may be able to retain possession of their laptops thereafter, if they are continuing with their studies at UL.

A five-year warranty has been provided by the manufacturers (Dell) and in the event of any issues with device, Dell should be contacted for service and support. This information is provided in documentation provided to you with your laptop (Tel: DELL 1850-964-270)

The University of Limerick will not be responsible for any technical support or maintenance of devices once you have received them. Accidental damage will not be covered and students will not be eligible for a replacement laptop if laptops are no longer working.

You have received a device on the basis of your application and have been deemed eligible under the UL scheme which prioritises a range of disadvantaged group.

NOTE: It is essential that you read the Windows set-up and device Encryption information and follow all instructions to set up appropriately before using this device:

Acceptable Usage Policy

The use of this Student University Laptop is bound to the University Acceptable Usage Policy, available within the following link <https://www.ul.ie/policy-hub/policies>. The University Acceptable Usage Policy is aimed at addressing User conduct in their use of the University's IT Resources, including the Student University Laptop - with clear guidance on the acceptable, safe and legal way in which they can use this device.

Saving Personal Data

UL strongly advise not to store Personal Data locally on the laptop and to use Cloud based storage services such as OneDrive for Business. Note OneDrive Syncing should not be enabled.

Encryption

Bit Locker encryption can be turned on for this device. This will encrypt the hard drive of the laptop and protect it against unauthorized access in event of a lost/stolen device. Please be aware that ITD Service Desk do not provide encryption support, and encryption keys must be managed by the Student.

Hardware Support

For hardware support and warranty repairs please contact DELL 1850-964-270

Setting up Windows 10

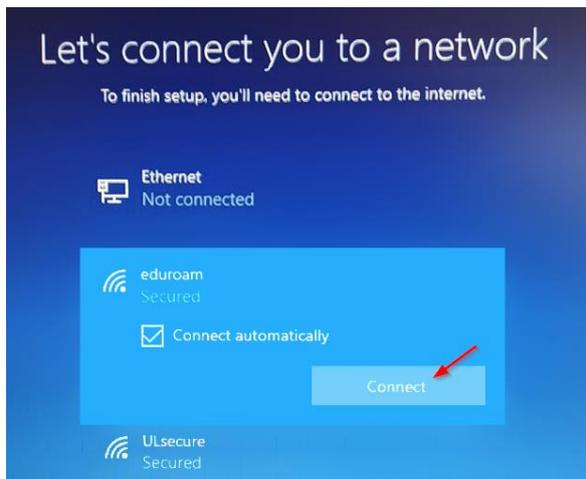
Configure your preferences, connect to the Internet, and get started using the operating system.

CAUTION: To avoid damaging the data on the computer, do not restart your computer during the setup process.

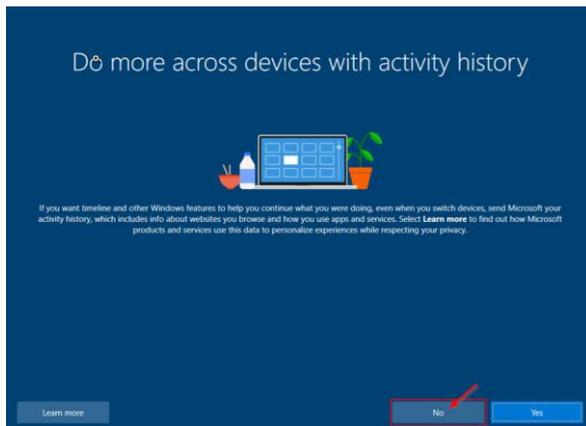
Before you start:

- You need an Internet connection
- You need to know your UL student email username (your email address, i.e. <student number>@studentmail.ul.ie) and password

1. Press the power button to turn on your laptop (your computer will restart several times).
2. Select from the available networks (wired or wireless), type in your network (WiFi) username and password if necessary and then click **Connect** and **Next**.
3. To access Wi-Fi on campus, choose “**eduroam**” network and enter your student email address (i.e. <student number>@studentmail.ul.ie) and your email password (same password you use to access Sulis or your student email account) More information is available @ www.ul.ie/its, and select the “**Campus WiFi**” tile.



4. Choose **Set up for an organization** and click **Next**.
5. Sign in with your UL student email address <student number>@studentmail.ul.ie and click **Next**.
6. Enter your password and click **Next**.
7. On **Do more across devices with activity history** screen click **No**.



8. Congratulations! You have successfully set up Windows 10.
Please follow the instructions below to update and encrypt your laptop.

Update Windows 10

You need to ensure Windows 10 is fully updated with all of Microsoft's security and performance patches.

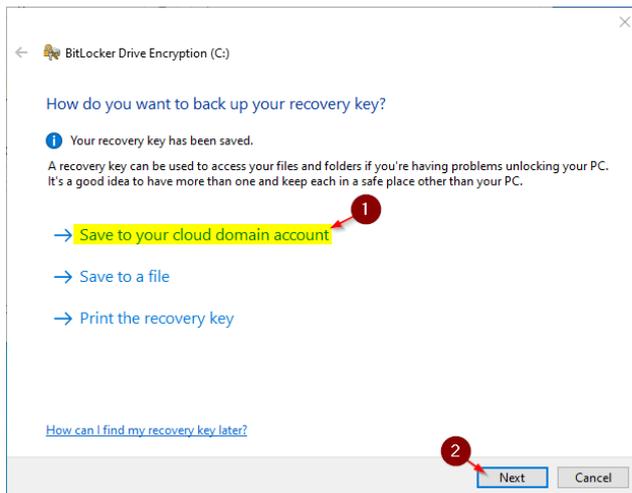
1. To install the patches, click on the search bar.
2. Type **Check for updates** and click **Check now**.
3. Alternatively click on **Start**  button, and then go to **Settings**  > **Update & Security**  > **Windows Update**  .
4. The process will take a few minutes to complete.

Turn on device encryption (BitLocker)

Encryption helps protect the data on your device so it can only be accessed by people who have authorization. You shouldn't store data on the laptop. You can store data on your OneDrive for Business account – note OneDrive synchronizing shouldn't be enabled.

IMPORTANT: Please be aware that ITD Service Desk do not provide encryption support, and encryption keys must be managed by the Student.

1. Please double click **BitLocker Drive Encryption** on the desktop and then click **Turn on BitLocker**
2. Choose **Save to your cloud domain account** and click **Next**.



3. Click on **Activate BitLocker** to start encryption.
4. The process will take a few minutes to complete.

Please note, the laptop may prompt you to enter the BitLocker code, and in the next section, you will find steps on how to retrieve the BitLocker code for your laptop.

My Account portal / Retrieve BitLocker Code

The **Devices** page of the **My Account portal** helps you to manage the devices connected to your Microsoft account.

From the **Devices** page, you can:

- View your BitLocker Keys
- View your work or school account-connected devices.
- Disable any devices you no longer own, have lost, or that have been stolen.

To View your BitLocker Key

1. Go to <https://myaccount.microsoft.com/device-list>
2. Log into your Microsoft Windows 10 account with your student email address <student number>@studentmail.ul.ie.
3. Click on **Devices**.
4. Choose your device and click on **View BitLocker Key** and **Show Recovery Key**.

