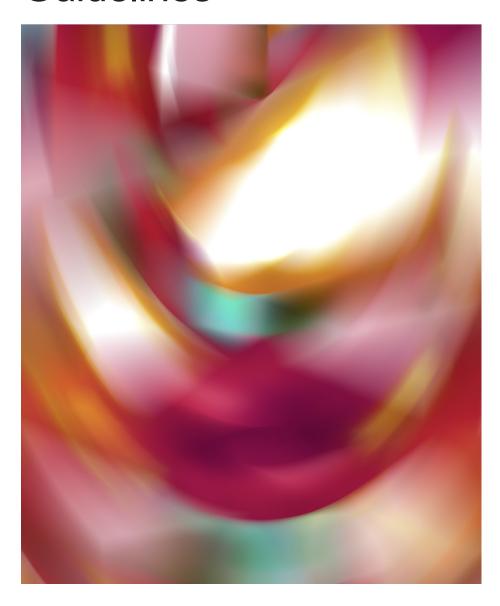THE GLASGOW
SCHOOL: of ARt

V1
2023-2024

Digital Inclusion

Application Guidelines

WHAT IS THE GSA'S DIGITAL INCLUSION SCHEME?

The Glasgow School of Art's Digital Inclusion Scheme 2023/24 is in place to offer the long-term loan of GSA laptops to students to enable them to study online, where they may be unable to access this equipment otherwise due to financial hardship, digital exclusion, or other relevant circumstances. The GSA is seeking to support students through the long-term loan of laptops and access to a standard suite of software for the duration of their studies at the GSA. This support is targeted at groups of students who will benefit most from this support and can evidence that requirement.

WHO CAN APPLY?

The scheme is open to full and part time undergraduate and postgraduate students studying at the GSA in 2023/24 who do not already have access to appropriate IT equipment for their studies. Eligible students will have been assessed by Student Awards Agency Scotland
(SAAS) or other UK equivalent as being one of the following:

- Having a household income of no more than £34,000
- Care Experienced (anyone who has been, or is currently in care)
- Students under 25 estranged from their parents

Care Experienced and estranged students who have not been confirmed as such by SAAS (or equivalent) may still be eligible for the scheme providing sufficient evidence can be produced.

Care Experienced includes:

- Kinship care – living with a relative who is not a parent
- Looked after at home – with the help of social work
- Residential care – living in a residential unit or school
- Foster care – living with foster carers
- Secure care – living in a secure unit
- Adoption

'Estranged' is used to refer to:

- Students who are under 25 and studying without the support of a family network
- Students who have had no contact at all with parents/carers for at least 12 months, with this unlikely to change
- Students who can demonstrate on other grounds that they are estranged from parents/carers.

Students who are eligible for the Disabled Students' Allowance (DSA) should apply for this in the first instance. Student Support will be able to aid students in completing applications.

Students from outside the UK are also eligible to apply but must produce evidence to support their application which highlights economic hardship and lack of access in line with the above thresholds.

HOW DO I APPLY?

Applications can be made via the online application form, which can be accessed here, or by request via email to digitalinclusion@gsa.ac.uk. Students should ensure they upload/ forward copies of supporting evidence from SAAS or equivalent to ensure applications are dealt with in a timely manner. Completed applications with supporting evidence should be sent to digitalinclusion@gsa.ac.uk by 5pm, 29 September 2023. Please note we are unable to process incomplete applications.

If students are unable to make an online application, they should telephone +44(0)141 566 1119 during office hours to make alternative application arrangements.

Students must have fully registered for their programme for the 2023/24 academic year. Online programme registration must be completed before the scheme can be applied for.

There is a limited budget for the supply of laptops, so eligibility does not guarantee that students will receive a laptop although every effort will be made to support students in some capacity. Priority will be given to those on the lowest household income.

ESSENTIAL SUPPORTING DOCUMENTS
Applicants **must** provide the following copied/scanned/screenshotted documentation:

- SAAS/Student Finance (England/NI/Wales) Letter of Award
- A student maintenance loan for 2023/24 (all pages)
- Evidence of benefits/Universal Credit e.g. child benefit, housing (If applicable)

If you are unable to provide the above, other relevant evidence could include, but is not limited to:

- Proof of household income and financial commitments, including evidence of hardship
- Bank statements
- Evidence of digital hardship

WHAT HAPPENS NEXT?

Eligibility will be assessed, and additional evidence may be sought from you to confirm your circumstances. Decisions are made based on the information you provide in your application. Final decisions will be made by a Digital Inclusion Panel. All applications are treated in the strictest confidence and assessed according to need.

HOW AND WHEN WILL I KNOW THE OUTCOME OF MY APPLICATION?

The outcome of your application will be emailed to you unless you have chosen a different method for communication. It may take up to 14 working days for the Digital Inclusion Panel to assess and respond to completed applications, however we are working hard remotely to complete assessments as quickly as possible.

LAPTOP LOAN TERMS AND CONDITIONS

- The student is responsible for taking due care of the IT equipment that they have been loaned, until it is returned to the GSA.

- The student must inform the GSA IT Department as soon as possible if the equipment is stolen and provide a police report covering the incident including the police incident number.

- The student may keep the loaned equipment for the duration of their studies and will be expected to return this to GSA IT no later than seven days after withdrawal or completion of their programme, or where the loan is otherwise no longer required (whichever comes first).

- The loaned equipment will remain the property of the GSA.

- Students who defer their place after their application has been approved will not be issued with a laptop until they return to their studies. Allocation of a laptop will be subject to availability.

- Students who suspend their studies (such as taking a leave of absence) will return their loan laptop as per the returns process. The laptop will be returned to the student when they return to their studies, should they still require the equipment and subject to availability.

- Students who withdraw or are excluded from their studies will return their laptop immediately via the returns procedure.

- Recipients will only be eligible for the loan once during the duration of their programme.

- Recipients who lose or damage their laptops will not receive a replacement.

- The equipment is for academic purposes only. It is not to be loaned to any third party or family member. The laptop must be used in accordance with the terms of the GSA's Student Acceptable IT Use Policy.

- The GSA's decision on the allocation of the equipment is final.

THE GLASGOW SCHOOL OF ART