

# VG4A iPad Lending Guidelines

## Introduction

As part of the Digital Skills Project, VG4A has acquired a bank of iPads that it may lend to VG4A members. These guidelines have six components:

- The purpose of the iPad bank
- Who is eligible to borrow an iPad
- The loan period
- The cost of data
- Training
- The criteria that the administrators of the project will use to select those members who will be assigned iPads

## Purpose of the iPad bank

The iPad bank has 2 purposes:

1. Help VG4A members who don't have the skills to confidently use an iPad become more digitally skilled.
2. Make it easier for members of working groups to do their work. Examples of how working group members could use a iPad are as follows:
  - Taking minutes during meetings
  - Posting information on the website
  - Performing a useful task that they have taken on as their contribution to the working group

## Eligibility

VG4A members who do not have an up-to-date iPad are eligible to apply to the Digital Skills Team to borrow one.

## Loan period

The iPads, which are the property of VG4A, will usually be lent to members for up to a year, but may be lent for a longer period at the discretion of the Digital Skills Team.

## Cost of data

In 2023-4, the first year of the Digital Skills Project, the cost of data needed to access the Internet will be paid by Connected Canadians from the monies received from the New Horizons for Seniors Program grant awarded to VG4A.

## Training

Connected Canadians will offer one-on-one training delivered by their volunteers to the members borrowing the iPads.

Connected Canadians will also train VG4A technology mentors how to safely remove all personal data before an iPad is passed on to another member.

**Criteria for selecting recipients.**

The Digital Skills Team will consider the following criteria to select those members who will be lent an iPad:

1. The skill of the applicant. At least 3 of the iPads will go to the least skilled applicants, based on a survey conducted by phone. As the membership becomes more skilled, this number may be reduced.
2. The remaining iPads will go to applicants who indicate how an iPad will make their work for VG4A easier and more productive.
3. If all things remain equal among applicants after applying the first two criteria, the following criteria will be used:
  - Length of membership in VG4A
  - Number of leadership roles of any sort in VG4A taken by applicant
  - Value of proposed end use of the iPad to VG4A
4. If there is still no final decision, names of the remaining applicants will be drawn by lot.

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With advice from Jane Player on structure

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