



NORTH WICKLOW
EDUCATE TOGETHER
SECONDARY SCHOOL

Device Acceptable Usage Policy

September 2021

Introduction

In North Wicklow Educate Together Secondary School we acknowledge the support of our community in the Device initiative. We anticipate this support will continue and that this initiative will enhance teaching and learning for all participating students.

This policy must be read in conjunction with the North Wicklow Educate Together Secondary School's Digital Strategy Policy.

Equipment

- Parents/Guardians are responsible for purchasing the Device and apps for their child.
- Devices must be registered with the management company (currently Wriggle) appointed by the school before being used in class.
- Parents/Guardians are also responsible for the safe-keeping, repair and insurance of their child's Device.
- Parents/Guardians retain ownership and possession of the Device and agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the Device at any time.
- School management also have the right to alter, add or remove installed software or hardware.
- Usage, within the school is a privilege and not a right. Students may lose their privilege to use the Device and to have it in their possession if they breach this policy and/or the school's I.C.T. policy.

Substitution of Equipment

In the event that a student's Device is inoperable the school will endeavour to provide a spare Device for use while the student's Device is repaired or replaced subject to limited availability and without taxing the normal functions of the school's equipment.

If the substitute device is damaged or lost the student's parents/guardian agree to accept responsibly for its replacement or repair.

Damage or Loss of Equipment

- Students must report any damage or loss to a member of the Digital Strategy Team, who will determine necessary action.
- If a Device is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the Device.

Standards for Personal Device Care

Student Responsibilities:

- Arrive to school each day with a fully charged Device.
- Do not let anyone use the Device other than your Parents/Guardians.
- Adhere to ICT usage policy of North Wicklow Educate Together Secondary School at all times.
- Report any problems, damage or theft immediately to the Digital Strategy Team.
- Report any issues and interference created by any other student because of Device possession, use or ownership to the Digital Strategy Team.
- If the student goes home from school without reporting any damage or interference that may have occurred during the school day, school management will presume that the damage and/or interference took place outside of school time.

Parental Responsibilities

- Parents should inspect the Device each evening to ensure that it is in good working order.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the Device to Digital Strategy Team.
- Parents should inspect the Device and the installed software on a regular basis to ensure that there is no inappropriate material including images and videos.

School's Responsibilities:

- To enforce this Policy, the Digital Strategy Policy, the Code of Behaviour and School Rules.
- School will make every effort to resolve any reported issues relating to ownership, possession or use of the Device.
- Certain software may be prohibited due to their content. These may include but are not limited to: social media/ games/ and photo/video sharing.

General Care

- Keep the equipment clean. For example, do not eat or drink while using the Device.
- Students may not remove any serial numbers, identification or school labels placed on the Device.
- Students will transport the Device with care when travelling to and from school.

Screen Care

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- A suitable Screen Cover is advised by the Digital Strategy Team

Personal Health & Safety

- Avoid extended use of the Device while resting directly on your lap. The bottom of the Device can generate significant heat.

- Take frequent movement breaks when using the Device for long periods of time. Look away from the Device approximately every fifteen minutes.
- Do not provide your personal information to anyone over the Internet.
- ***Do not share your passwords with anyone.***
- Keep the Device in a secure location when it is not at school.

Device Battery Management

- It is the students' responsibility to arrive at school each day with a fully charged Device.
- Students will not be able to charge their Devices during class time.
- In exceptional circumstances students request permission to charge their Device in the locked charging trolley from a member of the Digital Strategy Team.
 - This permission will be subject to limited availability and a log will be maintained of each instance of use of the charging trolley.
 - The Device will be locked in the Trolley during charging and will not be available for use.
 - Repeated instances will result in a disciplinary investigation by the Digital Strategy Team and could result in the revoking of permission to use a Device in school as per the Acceptable Usage Policy.

Restricted Use and Confiscation

Students who breach this Policy and/or any reasonable standards of use of the Device will be subject to sanction. A Device may also be confiscated for a limited period because of misuse either by the student or any other student. Reasons for placing a student on restrictive use and or confiscation include, but are not limited to the following:

- Excessive damage
- Loss
- Non-acceptance and/or compliance with this policy and the Digital Strategy Policy.
- Inappropriate use of any App or software, including but not limited to: the camera, any form of messaging, file sharing or torrenting
- Inappropriate, defamatory, obscene, or illegal material found on Device.
- Violating standards for personal device care.
- Failing to co-operate with school's investigations of Device misuse.
- Repeated failure to bring Device to class or to have the Device charged.

This policy will be reviewed in September 2022 by the Digital Strategy Team in conjunction with the Board of Management, staff, students parents and Guardians.

I have read and understood the Acceptable Usage Policy and agree to follow it with regards the use of my Device.

Student (Block Capitals):

Student (Signature):

Parent/Guardian (Block Capitals):

Parent/Guardians (Signature):

Date:
