



## Coláiste Bríde School Device Acceptable Usage Agreement

### Introduction

Some students will be provided with the loan of a school device by the school during the 2022/2023 academic year to assist them with their schoolwork.

This document should be read in conjunction with Internet Acceptable Use Policy (AUP) and our Email & Office 365 Policy which are published on our website.

### Equipment

The school has purchased the devices and will retain ownership. Parents and students must agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate the Device at any time and the right to alter, add or delete installed software or hardware. Usage, within the school is a privilege and not a right. Students may lose their right to use the Device and to have it in their possession if they abuse their responsibilities and breach this agreement, school policies, including AUP, and the Code of Positive Behaviour.

### Damage or Loss of Equipment

Students must report any damage or loss to one of the school's deputy principals who will determine necessary action. All Devices are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. If a Device is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the Device. If a Device is damaged, the school will work with the student and supplier to resolve any warranty issues

### Standards for Personal Device Care Student

#### Responsibilities:

- Arrive to school each day with a fully charged Device.
- Keep the device locked in your locker when not in use.
- Do not let anyone else use the Device.
- Devices should not be used outside of class time without the permission of the teacher to ensure students get a break from technology for Health and Safety reasons.
- Adhere to this agreement and the (AUP) of Coláiste Bríde at all times.
- Students are advised to take precautions while using any form of public transport, including travelling on public footpaths or cycle paths, to and from school while carrying their device.
- When using a Device in class the Device must be flat on the desk. Use of the camera (screen shots, photos video, etc. can only take place in school or attending school activities with the teachers permission.
- Apps can only be downloaded to the Device with the school's permission. A list of approved apps will be available.
- Report any problems, damage or theft immediately to a Deputy Principal.
- Report any issues and interference created by any other student because of Device possession, use or ownership.

- If you go home from school without reporting any damage or interference that may have occurred during the school day, management will presume that the damage and/or interference took place outside of school time.
- Devices are to be left in lockers during break/lunchtime.
- Do not interfere with any safety systems installed on the Device.

### **Parental/Guardian Responsibilities**

- Parents/Guardians should report, immediately, any damage, interference or issues relating to ownership, possession or use of the Device to school management.
- Parents/Guardians should inspect the Device and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Coláiste Bríde has a filtering system in place which prevents access to inappropriate material on the internet. Parents/Guardians need to ensure that a similar system is in place at home and should monitor their child's usage of the internet.

### **General Care**

- Keep the equipment clean. For example, do not eat or drink while using the Device.
- Students may not permanently alter Device in any way.
- Students may not remove any serial numbers, identification or school labels placed on the Device.

### **Carrying the Device**

- Transport the Device in the Device case, safety case and school bag whilst travelling to and from school and during the school day.
- Leave the Device in locker when not in use.

### **Screen Care**

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

### **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 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.

### **Restricted Use and Confiscation**

Students who breach this Policy and/or the AUP and/or any reasonable standards of user of the Device will be subject to the school's Code of Positive Behaviour. A student may be put on restricted/limited access to the Device, at school management discretion, during the school day, for a limited period, until such time as the school management determines the student has satisfied the conditions for non-restrictive use as specified by the school management. A Device may also be confiscated for a limited period because of misuse either by the student or any other student. A sanction for inappropriate use of the Device may apply in line with our Code of Positive Behaviour.

Reasons for placing a

student on Restrictive Use and or confiscation include, but are not limited to the following:

- Excessive damage

- Excessive loss
- Non-acceptance and/or compliance with this policy and the AUP.
- Inappropriate use of any App which includes the camera.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on Device.
- Failing to follow the flat desk policy in class.
- Violating standards for Personal Device Care.
- Failing to co-operate with school's investigations of misuse of Device.
- Repeated failure to bring Device to class/failure to bring fully charged.

We have read and understand the Device Acceptable Usage Policy document and the School's Internet Acceptable User Policy (AUP) and hereby agree to the terms of this Policy and the AUP.

We accept that school authorities have the right to inspect our daughter's Device and its Apps/Programmes and in exceptional circumstances to confiscate it for a limited period because of misuse by either our daughter or any other student.

We agree to be bound by the terms of this Policy, the school's AUP and the school's Code of Positive Behaviour as they apply to ownership, possession and use of the Device and its installed Apps.

Signature of Student: \_\_\_\_\_

Signature of Parent(s): \_\_\_\_\_

Date: \_\_\_\_\_