



Policy Reviewed and Ratified: 12th June 2023

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Introduction

St. Peter's College recognises that access to Information and Communication technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, **St. Peter's College** provides access to ICT for student use.

The *ICT Usage Policy* outlines the guidelines and behaviours that our students are expected to follow when using school technologies or when using personally owned devices on the St. Peter's College campus or at St. Peter's College organised activities.

Technologies Covered

St. Peter's College may provide students with internet access, desktop computers, digital imaging technologies, laptop or tablet devices, video conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, email and more.

As new technologies emerge; St. Peter's College may provide access to them also.

The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

St. Peter's College ICT Network

St. Peter's College computer network is intended for educational purposes.

- All activity over the network may be monitored and retained
- Access to online content via the network is restricted in accordance with the policies of *LMETB* and the *Department of Education and Skills* through its agency, the *National Centre for Technology in Education*.

Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the web. If a site is blocked and a student believes it shouldn't be, the student can ask his/her teacher to submit the site for review. This is done through our ICT helpdesk via the LMETB.

- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules can be found in the **St. Peter's College's** existing *Code of Behaviour*.
- Misuse of school resources or utilising apps or functions of devices (cameras/voice recorders/games) other than those instructed by the teacher may result in disciplinary action
- We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Students are expected to alert his/her teacher immediately of any concerns for safety or security.

E-mail and online collaboration

St. Peter's College provides students with email accounts for the purpose of school-related communication. E-mail accounts should be used with care and usage may be monitored and archived.

Parents/Guardians are not to use their child's email account to directly email teachers. Parents must email the main office stpeterscollege@lmetb.ie from their personal email account or telephone the main office 01 8252552 to request to contact a teacher.

St. Peter's College recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students and teachers.

Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

St. Peter's College own mobile devices

St. Peter's College may provide students with mobile devices, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same Acceptable Use policies, when using school devices off the school network, as on the school network.

Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher or tutor immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices will be monitored.

Student Mobile Phones

Student Mobile Phones/Internet Enabled Devices

Students are not permitted to have mobile phones or any other non-school issued internet enabled device (MP3, Ipad, Smart watch etc) (ON or OFF) on the school premises. The school premises is any area within the school gates. This policy will apply 24 hours. **During school hours the community centre and its grounds are considered part of the school premises.**

However, in exceptional circumstances (medical necessity) the prior written permission of the Principal may be granted for the use of a phone. When permission is granted the phone must be turned off during school hours.

This policy in relation to mobile phones is to ensure student wellbeing and to improve student concentration and learning;

- Students develop their conversational and interpersonal skills
- Student and Staff privacy rights are upheld – no photos/videos taken on site without permission
- Classes are not interrupted by the sound of mobile phones
- Students are not late for class because they are talking or sending messages via mobile phone
- Students in class are concentrating on work rather than sending text messages to one another.
- Text/video bullying and intimidation are prevented during school hours.

- Students are not exposed to inappropriate content

If a teacher sees or hears a mobile phone or any internet enabled device (including headphones) anywhere on the school premises, in class, on corridors, on the pitches, at any-time, the device including sim card will be confiscated immediately and given to the Principal or Deputy Principal.

The school reserves the right to confiscate a mobile phone or any internet enabled device (including sim card) for one week. If device is confiscated Monday it will be returned on Friday, if confiscated on Tuesday it will be returned on Monday, if confiscated on Wednesday it will be returned on Tuesday, if confiscated on Thursday it will be returned on Wednesday and if confiscated on Friday it will be returned on Thursday.

The mobile phone and SIM card will be confiscated for one week – if a parent/guardian cannot facilitate the confiscation of the phone for one week then the phone will be returned directly to a parent/guardian and a one day suspension will be alternative sanction.

If a mobile phone or device is confiscated a second time and if a parent/guardian cannot facilitate the confiscation of the phone or device then the phone will be returned directly to a parent/guardian and a two day suspension will be the alternative sanction. Following the pattern, on third occasion, three day suspension, fourth occasion, four day suspension etc.

If a situation arises where a member of staff is confiscating a mobile phone/internet enabled device and the student refuses to hand it over to the teacher, an automatic 1-day suspension will apply. The student will also be given 6 hours detention which can be completed over a fortnight after school. If a student refuses to hand over a phone on a second occasion an automatic 2-day suspension will apply and 6 hours detention.

If the teacher has heard or seen a phone and is of the opinion that the phone/device has subsequently been concealed, the student must cooperate with the teacher and empty pockets/bag to demonstrate that they have no phone/device on their person.

If it is established that the student has a phone/device, which they concealed and the student then refuses to hand it over to Principal/Deputy Principal a further 1-day suspension will apply.

Students who need to communicate with parents / guardians may do so from the school office with prior permission from their Tutor/Year Head.

Parental communication during the school day by mobile phone is not allowed – the school office must be called to contact a student.

On certain school tours that involve an overnight, students may be given permission to take their mobile phone on the trip. The organising teacher will inform the students if they are allowed to take their phone.

St. Peter's College website

Our school website is provided by the LMETB and is located at <http://www.stpeterscc.ie>. **St. Peter's College** is committed to using our website in order to promote our school, showcase student work and to provide information for our students, their parents/guardians and the general public.

- Students may be given the opportunity to publish projects, artwork or other schoolwork on the World Wide Web.
- The creation and publishing of photographs, audio and video clips will focus on educational activities.
- Personal information including home address and contact details will be omitted from school web pages.
- St. Peter's College will continue to own the copyright of any work it publishes.

ICT Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programmes and not opening files or programmes of unknown or untrusted origin.

Students should use common sense if a website does not look right and should inform a teacher before clicking on anything they deem to be suspicious.

If students believe a computer or mobile device might be infected with a virus, they should alert a teacher. Students should not attempt to remove the virus or download any programmes to help remove the virus.

Downloading files and Programmes

Students should not download or attempt to download or run .exe programmes over the school network or onto any school resources or devices. Students may be able to download other file types, such as images of videos, PDF, MS Office Documents.

For the security of our network, download such files only from reputable site, and only for educational purposes.

Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment. To this end:

- Students should always use the internet, network resources, and online sites in a courteous and respectful manner.
- Students should also recognise that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the internet
- Students should never post anything online that they wouldn't want parents, teachers or future colleges or employers to see. Once something is online it is out there, and can sometimes be shared and spread in ways students never intended.
- Students should not post any content that identifies the school, a staff member of the school or a student in St Peter's College school uniform without the Principal's written permission.
- Students must consider all posts and texts as public posts as there is no guarantee of privacy when a student posts something to a private group.

Unacceptable uses of Social Media sites and their consequences

Unacceptable use of Social Media sites will include:

Sending or posting or forwarding or 'liking' defamatory, discriminatory, harassing, or threatening messages or images that may cause harm to any member of the school community (staff or student)

Sending or posting or forwarding or 'liking' material that is likely to cause offence or hurt to a third party.

Sending or posting or forwarding or 'liking' messages or material that could damage the school's image or reputation.

Creating a fake profile that impersonates any another member of the school community.

Sending or posting or forwarding material that is confidential to the school.

Uses that violates copyright law, fail to observe licensing agreements or infringe on others intellectual property rights.

Participating in the viewing or exchange of inappropriate images or obscene material.

While all cases involving the inappropriate use of social media will be dealt with on an individual basis, the school and its Board of Management considers the above to be serious breaches of our Code of Behaviour. Disciplinary consequences up to and including expulsion may be exercised in certain cases.

Please see the school's Code of Behaviour for information on the full range of sanctions the school employs and our appeal procedures.

Plagiarism

Students should not plagiarise content (copy or use as your own without citing the original creator) including words or images, from the internet.

Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.

The school may check for plagiarism using online tools as are available for such purposes.

The school will encourage students who create original content to claim copyright ownership of their work using a *Creative Commons* licence.

If students are found to have plagiarised content for classwork they will receive no grade. If students are found to have plagiarised content for Classroom Based Assessments, they will automatically be awarded the descriptor 'Yet to meet expectations'.

Personal Safety

The College will ensure that students are aware of good practice in relation to personal safety while online including the following:

If students see a message, comment, image, or anything else that makes them concerned for their own personal safety they should bring it to the immediate attention of:

- A teacher if at school
- A parent/ guardian if at home

If students see a message, comment, image, or anything else that makes them concerned for their own personal safety, health or wellbeing of another member of the school community they should bring it to the immediate attention of a teacher.

Students should never share personal information about themselves or others, including phone numbers, addresses, PPS numbers or birth dates online.

Students should never agree to meet someone they meet online in real life without parental permission.

Cyber-bullying *(this section should be read in conjunction with all other school policies)*

Harassing, impersonating, outing, tricking, excluding, and cyber-stalking are some examples of cyber-bullying. This list is not exhaustive.

Cyber-bullying will not be tolerated in **St. Peter's College**; in many cases cyber-bullying is a crime.

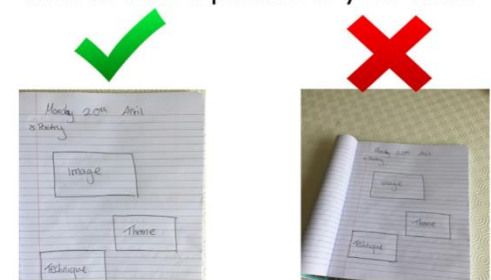
Students should not be part of a social media group that shares comments and posts that could be construed as bullying. If students view such content they should remove themselves immediately from the group and report the content.

St. Peter's College will support students, teachers and parents in dealing with cyber-bullying. St. Peter's College is committed to the 0081/2017 Child Protection Procedures for Primary and Post-Primary Schools 2017 and will act as required by LMETB, the Department of Education and Skills - <http://www.education.ie>, the Department of Children and Youth Affairs - Ireland, the Department of Justice and Equality and the Health Service Executive

Online Behaviour Protocol

1. You must be familiar with relevant school policies and abide by them at all times. This includes:
The Code of Behaviour
Anti-Bullying Policy
2. Respect must be shown for all members of the school community at all times. Students who fail to act in a respectful and appropriate manner in any format will be removed from the online class by the teacher. Furthermore, any student who interferes with the learning of others will also be removed from class.
3. Live Classes must start on time so please ensure that you are ready at the appointed time with all your books, copies, pens, equipment, classwork etc. Make sure that your laptop/tablet/phone is charged and you are ready for class.
4. Only students belonging to the Class Team (students having login rights) should participate and view live streamed classes.
5. Choose a space within your home that is quiet and where you are not likely to be interrupted.
6. You should let other members of your family know that you are participating in an online class and that you should not be disturbed.
7. You should be sitting at a table or desk with a suitably sized chair to ensure correct posture.
8. Be mindful of your background. You may wish to remove personal items from view. You can blur or hide your background on TEAMS to ensure privacy for you and your family.
9. Care should be taken when submitting photos of work to ensure that it is legible. Please see the example below:

How to take a picture of your work



10. You must be suitably dressed for class.
11. Absolutely no screenshots, live streams, recordings, simultaneous video calls, TikToks etc. can be made during class, or while any member of the school community is active or visible.
12. **Remember that even though you are at home, you are still regarded as being in school during these activities and you are representing our school at all times. School rules still apply.**

Violations of Policy

Violations of this policy in **St. Peter's College** may have serious disciplinary repercussions including:

- Suspension of network and computer privileges
- Notification to parents in most cases
- Detention
- Suspension from school and/ or school related activities
- Expulsion
- Legal action and/ or prosecution.

Appendix A: Assistive Technology Policy and Procedures in St. Peter's College

Use of Assistive Technology in St. Peter's College

St. Peter's College strives to be a happy, safe, caring and inclusive community where everyone is supported to reach their potential.

One of the resources at our disposal to help us with this is Assistive Technology. Assistive Technology is any device, piece of equipment or system that helps bypass, work around or compensate for an individual's specific learning deficits.

Assistive technology is playing an increasingly important role in the education of pupils with unique needs. Computer-based AT applications have the ability to help overcome some of the barriers created by a learning difficulty and can allow pupils to read, write and communicate more effectively. The availability of assistive technologies can help to 'level the playing field', in terms of academic achievement.

Who can use Assistive Technology?

If a student has a recommendation for assistive technology in a professional report an application may be made to the SENO as per Circular No 0010/2013.

If this application is successful:

The equipment will be purchased using funds ONLY provided by the NCSE (National Council for Special Education)

Although the equipment will be sanctioned for a particular pupil the equipment will, as a rule, remain the property of the school and will be available for allocation to subsequent pupils with similar disabilities.

If this application is NOT successful:

Following a request from the Parent/Guardian to purchase the equipment themselves the School staff will consider if it is beneficial to the student that the AT recommended in the professional report be purchased.

In addition, some professional reports recommend that students get access to AT in the school. Students may have access to these resources during tuition classes but the school cannot guarantee that AT will be available.

Irrespective of AT being granted and or used in school it may NOT guarantee its use in state examinations. What may Assistive Technology be used for? New Assistive technology equipment is constantly being developed.

What may Assistive Technology be used for?

New Assistive technology equipment is constantly being developed. There is now an exceptionally wide range of technological or software support available which can provide assistance to pupils in schools and

which has potential to assist children in their academic performance, learning, completion of homework, or which could assist them to achieve a degree of improvement to their educational performance.

Assistive technology also can:

- allow pupils who cannot manipulate a pen to write
- enable pupils that have difficulty in speaking to communicate
- assist pupils with visual impairments to read through Braille, or with the assistance of text-magnifying devices or through voice output
- make a computer respond to voice commands through voice recognition software
- help pupils with learning disabilities to read and write through specialised software
- allow a blind person to read a novel through a scanner with voice output
- control computers with simple head pointers or mouth-wands
- provide the tools to enable a person to experience success, where their usual experience may be regression
- to access the school curriculum.

What can Assistive Technology not do?

AT is not a magic solution and its use may end in disappointment if too much emphasis is put on technology and not enough on how the pupil is likely to react to it, or whether it will work in the busy school environment.

It is important to avoid failure as this results in a setback for the pupil and parents.

Assistive technology may be limited in use because:

- it is only one of a range of options needed to help pupils expand their potential
- some high-tech AT requires a lot of learning that may be outside the cognitive or physical abilities of the pupil
- some solutions are achievable by more simple, inexpensive low-tech devices, or other strategies
- pupils may not 'buy-in' to assistive technology if it emphasises their disability
- specialists don't always know best. Parents' and teachers' intuitive knowledge is sometimes equally valid, but given less weight than the 'experts' judgements
- Some AT is very expensive
- It is there to support revision rather than to replace it.

Parents /Guardian(s) need to consider

Deciding on assistive technology options will, therefore, often involve consideration of the home circumstances, along with the home-school relationship.

- It is essential that space be provided in a suitable location in the home for a computer, desk and peripherals. Wifi access is also very important.

- What are the home-school transport arrangements? Is transporting a laptop safely possible and in a protective case?
- The student must print out homework prior to class.
- If purchasing AT keep in mind the battery life of the unit. Will it last all day if fully charged in the morning? A laptop specification is available on request
- Parents are responsible for supervision of students when using AT at home.
- Upskilling in the use of AT and participating in upskilling opportunities provided by the school and elsewhere.

Training

- Typing is part of the scheme of work for 1st year IT, however students are required to practice typing at home using online typing programmes.
- Students must practice using AT at home.
- Students are required to attend a training session which outlines the procedures for using AT during examinations.
- Students and parents are encouraged to attend AT seminars made available by outside agencies.

Use of AT in house examinations

- Students who have access to AT may use the technology in all house examinations as far as resources allow.
- Students must follow agreed procedures.
- Students will use whatever device is deemed suitable by school management for their in-house examinations.

Use of AT in State examinations

- The State Examinations Commission grant accommodations for State Examinations.
- Using AT for homework and or classwork does not confer the right to use it in State Examinations.

Repair / Replacement of Assistive Technology

Parents/Guardians are requested to contact the designated AT teacher if AT is not in working order as soon as this becomes known. This can be done by emailing the SEN anchor in charge of their year group.

For those granted AT by the NCSE, Circular 10/2013 states that

- The school's management authority will have responsibility for maintenance, repair, insurance etc. of the equipment.
- A designated teacher in the school should take responsibility for the management of the equipment and for monitoring its effective use within the school.

- In the event that LMETB's IT consultants deem the AT granted by the NCSE is beyond economical repair an application may be made to the Department for its replacement as per Circular No 0010/2013.

For those using their own AT

- In exceptional circumstances, it may be recommended that a student use their own AT in school. In this scenario, it is the Parents/Guardians own responsibility to repair/replace the AT, should any issues arise.

Students must adhere to the following procedures when using AT

1. Although the equipment will be sanctioned by the NCSE for a particular pupil the equipment will, as a rule, remain the property of St Peter's College and will be available for allocation to subsequent pupils with similar disabilities.
2. All Assistive technology, cables, laptop bags, mice, keyboards etc. must be clearly labelled by parent with the student's name. Equipment purchased should normally be kept in the school. However, the pupil in question may, with the consent of the management authority, use the equipment at home.
3. All assistive technology must be fully charged before arriving in school in the morning.
4. The safety of the equipment when transporting it to and from school and while in school is the responsibility of the student. The school cannot be held responsible for any damage to the equipment on or off the premises while in the student's care. It will be the parent's responsibility to replace the equipment if damaged while in the student's care. Parents should consider whether or not to include the AT on their home insurance.
5. Parents must take responsibility for internet safety when the child is using assistive technology at home.
6. At break times or when not in use students must put equipment into their locker for safe keeping. **There are laptop lockers in school where devices can be left, and charged, overnight. Where possible, SNAs may also assist with the housing and charging of laptops in school overnight.**
7. The Assistive Technology must not be used by any other students other than the student to which it belongs.
8. While in class students must remain on task i.e. follow the instructions of the teacher and not use the equipment to access other material. If this does not happen then the student will be sanctioned.
9. **Students must have a chat with their individual subject teachers to work out an agreed way to present and submit homework. The method agreed upon should suit both student and teacher.**
10. **The school will monitor all activity on the equipment while in school i.e. what websites are visited, what programs are used etc. Furthermore, the school reserves the right to request access to the device at any time for inspection.**
11. The school management reserves the right to amend these procedures.
13. It is the student's responsibility to keep copies of all important information held on the Assistive Technology either on a USB, external hard drive, another PC or on their OneDrive or TEAMS.
14. AT must only be used for educational/school purposes.
15. AT must be brought to school every day and used in classes.
16. Where the school or the pupil has no further requirement for the equipment, the SENO, or visiting teacher in conjunction with the SENO, may allocate it to another school in the interests of meeting needs to the greatest extent possible.

I/We the parents/Guardians of _____ understand the procedures for use of Assistive Technology in St. Peter's College and agree to follow them.

Parents Signature: _____ Student Signature: _____

Appendix B: Acceptable use in the home of school-owned assistive technology (AT) devices.

Introductory Statement:

This policy, the terms and conditions and the attached agreement was compiled in line with Department of Education and Skills Circular 10/2013 and our school's Child Safeguarding Statement in relation to essential assistive technology equipment for pupils with physical or communicative disabilities.

Rationale:

The purpose of the document is to illustrate clear guidelines for the use of specialist equipment which has been recommended by the National Council for Special Education (NCSE) as being essential for pupils who have been diagnosed as:

- having a serious disability
- and/or sensory or communicative disability to the extent that their ability to communicate through the medium of speech or writing is materially curtailed
- where it is clear that existing equipment in the school is insufficient to meet the child's needs
- where, without such equipment, it will not be possible for such students to access the school curriculum

Any equipment purchased by the school under Department of Education and Skills Guidelines remains the property of the school, should normally be kept in the school and is subject to inspection by the Department of Education and Skills. However, the Board of Management may, in certain circumstances allow the use of the equipment in the pupil's home if deemed necessary by the teaching staff. Such circumstances are where it is agreed that the pupil could benefit from the use of technical support or equipment such as a school laptop/tablet.

This agreement endeavours to ensure the safe custody and handling of the equipment when in the care of the pupil outside of the school.

Procedure to allow Pupil to take Assistive Technology home:

1. Parent/Guardian must write a brief letter outlining the reason why they believe it is necessary for the pupil to bring the assistive technology home.
2. The letter will be brought to the attention of the Board of Management and a decision made.
3. Parent/Guardian will be required to read in full and agree to the Terms and Conditions attached to this policy.

Terms and Conditions for the use of Assistive Technology in the Home.

1. The laptop/tablet remains the property of St. Peter's College.
2. Should the designated pupil change school, the school will consult with the SENO with regard to the transfer of the device with the pupil where it is still appropriate for the pupil's assessed needs. The final decision regarding transfer will rest with the school.
3. The laptop/tablet will be used solely by the designated pupil and will not be used by or transferred to a third party.

4. The parent will remind and teach their child to take due care of the laptop/tablet at all times when handling, transporting and using the laptop/tablet:
- It is not to be left unattended in a public place
 - It is not to be left unattended in a classroom or other place in the school
 - All laptop/tablet leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop/tablet case with the laptop/tablet when work is complete
 - It is not to be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot
 - It is not to be interfered with, tampered with or altered by a third party.
5. The laptop/tablet will be used solely to assist with typing skills and other school related activities. Only school approved programmes, packages/applications and websites may be used.
6. The laptop/tablet must be returned to the school in good working order on or before the last day of the school year or earlier if requested by the school.
7. The laptop/tablet is covered under school insurance when on school property however, the equipment **must be covered by home insurance if taken off the school premises.** Pupils and parents must take reasonable care to avoid damage or loss.
8. Use of the laptop/tablet and including all internet usage will be supervised by a parent/guardian and **will be of an appropriate nature to ensure that pupils are not exposed to inappropriate material.**
9. The school will make regular checks to update the laptops/tablets, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.
10. The laptop/tablets will be used lawfully and in accordance with the school's Acceptable Use Policy regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.
11. The following is deemed as completely unacceptable and will result in the equipment being re-claimed:
- Accessing, transmitting or receiving obscene or pornographic material
 - Engaging in cyber cheating or plagiarism (taking material created by others and presenting it as if it were one's own)
 - Engaging in cyber bullying
 - Downloading or loading software or applications that are not approved by the school
12. The laptop/tablet will be kept in good working order. All laptop/tablet faults, defects or malfunctions while in the care of the pupil are to be reported to the Principal or relevant SEN anchor, who will inform the member of staff with responsibility for the servicing and upkeep of the laptop/tablet.
13. Any repairs necessary due to damage caused to the laptop/tablet while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.
14. The laptop/tablet will not be sold, assigned, transferred or otherwise disposed of.
15. Any laptop/tablet markings, tags or plates or engravings will not be removed, concealed or altered. The laptop/tablet must not be marked in any way that will reduce the value of the laptop/tablet.
16. If the laptop/tablet is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible.

17. Due to current software licensing arrangements covering home use, the laptop/tablet package cannot be used for any commercial purpose. 18. If any of these terms or conditions is breached, the Board of Management may at any time revoke this arrangement.

Ratification and Communication

This policy was ratified by the Board of Management on: _____

Signed: _____
(Chair)

Signed: _____
(Principal)

Terms and Conditions for the use of Assistive Technology in the Home.

1. The laptop/tablet remains the property of St. Peter's College.
2. Should the designated pupil change school, the school will consult with the SENO regarding the transfer of the device with the pupil where it is still appropriate for the pupil's assessed needs. The final decision regarding transfer will rest with the school.
3. The laptop/tablet will be used solely by the designated pupil and will not be used by or transferred to a third party.
4. The parent will remind and teach their child to always take due care of the laptop/tablet when handling, transporting and using the laptop/tablet:
 - It is not to be left unattended in a public place
 - It is not to be left unattended in a classroom or other place in the school
 - All laptop/tablet leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop/tablet case with the laptop/tablet when work is complete
 - It is not to be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot
 - It is not to be interfered with, tampered with or altered by a third party.
5. The laptop/tablet will be used solely to assist with typing skills and other school related activities. Only school approved programmes, packages/applications and websites may be used.
6. The laptop/tablet must be returned to the school in good working order on or before the last day of the school year or earlier if requested by the school.
7. The laptop/tablet is covered under school insurance when on school property however, the equipment **must be covered by home insurance if taken off the school premises.** Pupils and parents must take reasonable care to avoid damage or loss.
8. Use of the laptop/tablet and including all internet usage will be supervised by a parent/guardian and **will be of an appropriate nature to ensure that pupils are not exposed to inappropriate material.**

9. The school will make regular checks to update the laptops/tablets, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.

10. The laptop/tablets will be used lawfully and in accordance with the school's Acceptable Use Policy regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.

11. The following is deemed as completely unacceptable and will result in the equipment being re-claimed:

- Accessing, transmitting or receiving obscene or pornographic material
- Engaging in cyber cheating or plagiarism (taking material created by others and presenting it as if it were one's own)
- Engaging in cyber bullying
- Downloading or loading software or applications that are not approved by the school

12. The laptop/tablet will be kept in good working order. All laptop/tablet faults, defects or malfunctions while in the care of the pupil are to be reported to the principal or relevant SEN anchor, who will inform the member of staff with responsibility for the servicing and upkeep of the laptop/tablet.

13. Any repairs necessary due to damage caused to the laptop/tablet while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.

14. The laptop/tablet will not be sold, assigned, transferred or otherwise disposed of.

15. Any laptop/tablet markings, tags or plates or engravings will not be removed, concealed or altered. The laptop/tablet must not be marked in any way that will reduce the value of the laptop/tablet.

16. If the laptop/tablet is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible.

17. Due to current software licensing arrangements covering home use, the laptop/tablet package cannot be used for any commercial purpose. 18. If any of these terms or conditions is breached, the Board of Management may at any time revoke this arrangement.

Name of student: _____

Tutor group: _____

Device Type and ID number: _____

Signed: _____
(Parent/Guardian)

Date: _____

Signed on behalf of the school: _____
(Principal, Deputy Principal or SEN Coordinator)

One copy of the signed contract will be kept by the parents/guardians, and one will be kept on file in the school.