



# Mercy Secondary School Mounthawk

## Bring Your Own Device Policy

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### **1. Introduction**

This document communicates the responsibilities that students of Mercy Secondary School Mounthawk and their parents/guardians accept when they elect to use a laptop/chromebook in school for educational purposes.

At Mercy Secondary School Mounthawk we believe in providing access to education technology, tools and resources. Essential to this effort is our commitment to rethink teaching and learning. We have made a huge investment in infrastructure and services to ensure the best education possible for our students.

At Mercy Secondary School Mounthawk we acknowledge the support of our parents/guardians, with the laptop/chromebook initiative, and anticipate that this support will continue.

The laptop/chromebook initiative in our school is only available to senior cycle students. Other students with SENO approved devices will also be accommodated but will need the same restrictions as other student devices installed.

The policies, procedures and information within this document apply to all laptop/chromebooks used at Mercy Secondary School Mounthawk, including any other device considered by staff to come under this policy. Teachers may also set additional requirements for use in their own classrooms. This policy must be read in conjunction with the Code of Behaviour, the Anti-Bullying Policy, the Acceptable Usage Policy and Cyber-Bullying Policy.

## **2. Deployment**

Parents/guardians are responsible for the purchasing of the laptop/chromebook and apps for their child. This must be done via Wriggle, as discussed at information evenings. Parents/guardians are also responsible for the safe-keeping, repair and insurance of their child's laptop/chromebook. Usage within the school is a privilege and not a right. Students may lose this privilege if they abuse their responsibilities and breach this policy.

## **3. Basic Expectations**

3.1 Students are allowed the use of this laptop/chromebook exclusively for Mercy Secondary School Mounthawk instructional use. The purpose of the laptop/chromebook 1:1 initiative is to enhance classroom learning and teaching.

3.2 Home screens must not be altered from the device default.

3.3 Students will practice extreme care when using their laptop/chromebook. It is expected that the student will maintain control of the device at all times. The tablet will be transported exclusively within its appropriate case and handled with care.

3.4 Students are not permitted to use their laptop/chromebooks during lunch and break time hours. The laptop/chromebook must be stored safely when it is not being used during class/learning time.

3.5 As a student of Mercy Secondary School Mounthawk you are expected to uphold all copyright laws, value and protect the privacy of information, particularly Mercy Secondary School Mounthawk secure and private information. Do not share your laptop/chromebook, password or account information with anyone else.

3.6 The student, in whose name the laptop/chromebook is issued, will be responsible at all times for its appropriate use.

3.7 Outside of school time, parents/guardians are responsible for monitoring the use of the laptop/chromebook.

## **4. Unacceptable Conduct** (includes but is not limited by the following)

4.1 Use of the device for illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file sharing software, hacking programs or any other form of inappropriate content.

4.2 Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures.

4.3 Electronically posting personal information about yourself or others (i.e., address, phone, photos).

4.4 Maliciously altering data, the configuration of a computer, the files of another user, accessing restricted network files or any other form of technological vandalism.

4.5 It is unacceptable to use AI for school work unless directed by the teacher.

- 4.6 Browser history must not be deleted and is subject to monitoring by school systems.
- 4.7 Engaging in any conduct that is considered illegal under Irish, county, local or any other Government law.
- 4.8 Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. Internet radio, online gaming, downloading media files).

## **5. General Precautions**

- 5.1 Students are responsible for the general care of their laptop/chromebook. Laptop/chromebooks that are broken or fail to work properly must be brought to the attention of Wriggle for repair.
- 5.2 Use only a clean, soft cloth to clean the screen, no cleansers of any type.
- 5.3 Cords and cables must be connected and disconnected carefully to prevent damage to the device.
- 5.4 Laptop/chromebooks must never be left in an unlocked locker, car or any unsupervised area.
- 5.5 Students are responsible for keeping their laptop/chromebook's battery charged for school each day
- 5.6 Laptop/chromebooks should always remain in a protective case when not in use while in school and at home.

## **6. Screen Care**

- 6.1 The laptop/chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- 6.2 Do not lean on the top of the laptop/chromebook when it is closed.
- 6.3 Do not place anything near the laptop/chromebook that could put pressure on the device.
- 6.4 Do not place anything in a carry case that could put pressure on the device.
- 6.5 Clean the screen with a soft, dry cloth or anti-static cloth.
- 6.6 Do not "bump" the laptop/chromebook against lockers, walls, car doors, floors etc. as it will eventually break the screen.

## **7. Student Responsibilities**

- 7.1 Arrive at school each day with a fully charged laptop/chromebook.
- 7.2 Ensure that their laptop/chromebook is logged into their school Google ID.
- 7.3 Only use the device when instructed or permitted by the teacher.
- 7.4 You **MUST** ask a teacher before using the camera function.
- 7.5 Students must immediately stop using a laptop/chromebook if a teacher requests you/the class to do so.
- 7.6 Keep the laptop/chromebook in a protective case and in your locker when not in use.
- 7.7 Do not let anyone use the laptop/chromebook other than your parents/guardians.
- 7.8 Adhere to this policy.
- 7.9 Report any problems, damage or theft immediately to either Wriggle and/or your Year Head.
- 7.10 Report any interference by any other student immediately to either the teacher or the Year Head

7.11 During break and lunch, the laptop/chromebook is not to be used. This is to give your eyes a break from the screen and also to encourage a culture of social engagement.

## **8. Parent/Guardian Responsibilities**

8.1 Parents/Guardians should inspect the laptop/chromebook regularly to ensure that it is in good working order.

8.2 Parents/Guardians should report immediately any damage, interference or issues relating to ownership, possession or use of the laptop/chromebook to the Year Head.

8.3 Parents/Guardians should inspect the laptop/chromebook and the installed Apps on a regular basis to ensure that there is no inappropriate material.

8.4 Parents/Guardians should inspect the student's laptop/chromebook's internet history on a regular basis to ensure that they are not exposed to inappropriate material.

## **9. School Responsibilities**

9.1 To ensure that this policy in conjunction with the Code of Behaviour Policy, the Anti-Bullying Policy, the Acceptable Usage Policy and the Cyber-Bullying Policy are enacted.

9.2 To make every effort to resolve any reported issues relating to ownership, possession or use of the laptop/chromebook.

9.3 To ensure that all laptop/chromebooks are synced to the Senso management system.

9.4 The school reserves the right to inspect any student laptop/chromebook to ensure compliance with the guidelines.

## **10. Restricted Use or Confiscation**

10.1 Students who breach this policy will be subject to sanction. A laptop/chromebook may be confiscated for a limited period or subjected to restricted use because of misuse either by the student or any other student. Reasons for placing a student on 'Restricted Use' or confiscation include, but are not limited to, the following:

- Non-compliance with this policy
- Inappropriate use of any App
- Inappropriate use of the camera
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on laptop/chromebook
- Failure to take proper care of the laptop/chromebook
- Failure to co-operate with school's investigation of laptop/chromebook misuse
- Removal of the device from the Device Management System