



Coláiste Éamonn Rís

Protocols for the use, off campus, of school owned devices and technology.

Rationale

The purpose of this document is to set down clear protocols for the use, outside of school, of school owned technology and devices.

Any equipment purchased/provided by the school remains the property of the school and is normally kept in the school. However, the Board of Management, in certain circumstances, may allow a student to borrow a device for use outside of school.

These protocols aim to outline the safe use and handling of the device when off campus.

Terms and Conditions for the use of school owned devices in the student's home.

1. The device remains the property of Coláiste Éamonn Rís/Wexford CBS.
2. The device will be used solely by the designated student and not by any third party.
3. The device will be used for school related activities only and only school approved programmes may be used.
4. The device must be returned to the school in the same condition as it was given and when requested to do so.
5. The device is not to be left unattended in a public place, this includes in plain view or unattended in a vehicle.
6. Due care will be taken with the device at all times.
7. All leads/accessories are to be stored safely.
8. Any device markings or tags will not be removed. The device will not be marked in any way that will reduce its value.

9. The device will be used in accordance with the school's Acceptable Use Policy.
10. The following is deemed as unacceptable use and will result in the device being taken back by the school;
- ✓ Accessing, transmitting or receiving obscene or pornographic material
 - ✓ Engaging in cyber bullying
 - ✓ Downloading or loading software or applications that are not approved by the school.
11. The device will be kept in good working order and any faults or malfunctions will be reported to ICT personnel in school immediately.
12. In the event that the laptop is lost, stolen or damaged the parent/guardian will inform the school and the Gardaí where appropriate as soon as possible.
13. The device will not be used for any commercial purposes.
14. If any of these terms or conditions is breached, the Board of Management may reclaim the device at any time.

Contract for Use of School Owned Technology and Devices

Name of Student: _____

Device Type and Serial Number: _____

I have read and accept the terms and conditions of these protocols and contract.

Signed: _____

(Parent/Guardian)

(Student)

Date: _____

(One signed copy to be kept by the parent/guardian and one will be kept by the school)