



Policy for the use, off-Campus, of School Owned Devices and Technology.

Rationale

The purpose of this document is to illustrate clear guidelines for the use, outside of school, of school owned technology and devices.

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

This policy aims 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 Wexford CBS.
2. The device will solely be used by the designated student and not by a 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.
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 and will result in the device being taken back;
 - ✓ 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 immediately.
12. If the laptop is lost, stolen or damaged the parent/guardian will inform the school and the Gardai 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, at any time, reclaim the device.

This Policy was passed by the B.O.M. on 14-9-26

Name of Student:

Device Type and serial number:

I have read and accept the terms and conditions of this contract.

Signed:

(Parent/Guardian)

(Student)

Date:

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