

Home Use of School Owned Technology Policy

Introduction:

This policy, the terms and conditions and the attached agreement were compiled in response to the Covid-19 restrictions.

Rationale:

The purpose of the document is to ensure clear guidelines for home use of technological devices on loan from the school to pupils who do not have access to digital technology.

Any equipment purchased by the school under Department of Education and Skills Guidelines remains the property of the school and should normally be kept in the school. However, the Board of Management may, in certain circumstances allow the use of the equipment in the pupil's home. Such circumstances are where it is agreed that the pupil could potentially benefit from, or achieve a degree of improvement to their academic and educational performance, their learning and their completion of homework through the use of technical support or equipment such as a school laptop/tablet/digital device.

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 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: *Re: The Home Use of School Technology*

1. The laptop/tablet/digital device remains the property of St. Mary's National School.
2. The laptop/tablet/digital device will be used solely by the designated pupil and will not be used by or transferred to a third party.
3. The parent will remind and teach their child to take due care of the laptop/tablet/digital device 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, other place in the school or at home
 - 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
4. The laptop/tablet/digital device will be used solely to assist with typing skills, completion of homework assignments and other school related activities. Only school approved packages/applications may be used.
5. The laptop/tablet/digital device 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.
6. The parent must take reasonable care to avoid damage or loss. The parent is responsible for the cost of the repair or loss of the laptop/tablet/digital device.
7. Use of the laptop/tablet/digital device and including all internet usage will be supervised by a parent and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.
8. The laptop/tablets/digital devices 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.
9. 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
10. The laptop/tablet/digital device will be kept in good working order. All laptop/tablet/digital device faults, defects or malfunctions while in the care of the pupil are to be reported to the Principal or Class Teacher who will inform the member of staff with responsibility for the servicing and upkeep of the laptop/tablet/digital device.
11. 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.

12. The laptop/tablet/digital device will not be sold, assigned, transferred or otherwise disposed of.
13. Any laptop/tablet/digital device markings, tags or plates or engravings will not be removed, concealed or altered. The laptop/tablet/digital device must not be marked in any way that will reduce the value of the laptop/tablet/digital device.
14. If the laptop/tablet/digital device is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible.
15. Due to current software licensing arrangements covering home use, the laptop/tablet/digital device package cannot be used for any commercial purpose.
16. If any of these terms or conditions is breached, the Board of Management may at any time revoke this arrangement.

Ratified by the BoM on 28th April 2020

Agreement for Signing by Pupil and Parent

Re: The Home Use of School Owned Technology

Laptop Make/Brand		
Laptop Serial Number		
Value of Laptop/tablet/digital device		
List of Software installed		
Value of Software installed		
List accompanying equipment (e.g. microphone, headphones etc.) please describe each item (brand etc.)		
Value of accompanying equipment (please list in full)		
<p><i>I confirm that I accept responsibility for taking into my possession a laptop/tablet/digital device which is the property of St. Mary's National School, Cloghan, Co. Offaly, Roll no. 20068W, after school when my child requires it.</i></p> <p><i>I confirm that I have read, fully understand and accept the Terms and Conditions attached to this policy and agreement and other relevant policies as are determined by St. Mary's National School, Cloghan, Co. Offaly, Roll no. 20068W</i></p>		
Name of Pupil (Block Capitals)		
Pupil's Class when this agreement was signed		
Pupil's Teacher when this agreement was signed		
Signature of Pupil		
Name of Parent/Guardian (Block Capitals)		
Signature of Parent/Guardian		
Date		
Address of Parent/Guardian		
Contact Numbers	Mobile:	Home:
Signature of Principal		

