

2020



ICT Acceptable Usage Policy



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Date of Next Review: December 2022

Colaiste Na Ríochta

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Mission Statement

Coláiste Na Ríochta is informed by a community service ethos and accordingly is open to all members of the community irrespective of age, gender, academic ability, class, creed or ethnic background.

To this end the school continues to provide and develop in collaboration with social and global citizen education partners' comprehensive programmes of post-primary, further and adult education.

The school aims to provide a respect within the community for all types of learning and personal achievement and is committed to developing in its students the necessary skills to become responsible global citizens in a participative and pluralist society.

Rationale

The purpose of this Acceptable Usage Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's ICT and internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. If the school AUP is not adhered to, this privilege will be withdrawn, and appropriate sanctions will be imposed.

We live in an information age where the majority of the content (photographs, music, video, print) we consume and create is of a digital nature. The distribution and sharing of such material on the Internet via Social Media sites such as Facebook, Twitter, YouTube, Google etc. has become a feature of our times. Young people are now said to be 'digital natives' as the creation and sharing of content comes naturally to them.

Unfortunately, there is scope for irresponsible and inappropriate use of Social Media sites and this can lead to bullying, harassment and illegal activity whilst online. We therefore need a policy to ensure the safe & responsible use of ICT equipment and Social Media platforms by all members of the school community. This is necessary in order to protect students, staff and the good name of our school.

The Children First Act 2015 has informed the development/review of this school policy and this policy is fully compliant with the spirit and content of the Department of Education and Skills Child Protection Procedures for Primary and Post Primary Schools 2017 and the Children First Act 2015

It is envisaged that school and parent representatives will be involved in the review of this policy on a regular basis.

Aims

This Policy aims to:

1. Protect the integrity and good name of all members of the school community from online abuse.
2. Outline behaviours which are unacceptable in terms of ICT/Social media usage and the consequences for this misuse.
3. Provide guidance for staff on the appropriate use of ICT and Social Media platforms.
4. Produce a set of strategies for students that will allow them to use their personal devices to access the internet and Social Media safely and responsibly.

Policy Content

Colaiste Na Ríochta educates its pupils both in the proper use of ICT and about the serious consequences of cyber-bullying and will, through SPHE and ICT lessons, continue to inform and educate its pupils in these fast changing areas. Our school endeavours to block access to inappropriate web sites, using the NCTE (National Centre for Technology in Education) filters.

Whilst education and guidance remain at the heart of what we do, our school reserves the right to take action against those who take part in misuse. Sanctions include logged detentions, in school suspension and in extreme cases suspension. At all times the school adopts a restorative approach to dealing with cases of bullying and inappropriate behaviours. All members of the School community are aware they have a duty to bring to the attention of the Principal any example of misuse that they know about or suspect.

School AU Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies include:

GENERAL

- Open internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used where appropriate in order to minimise the risk of exposure to inappropriate material. Our school endeavours to block access to inappropriate web sites, using the NCTE (National Centre for Technology in Education) filters.
- The school will regularly monitor students' internet usage.
- Each student will be issued a unique Computer Network Account username and password. This will grant them access to the schools ICT resources at a student's security level. Students must use only their own username at all times (unless a specific account has been put in place for group work).
- Each student will be issued with a school email account for educational purposes only. The students will be confined to sending and receiving emails within the Colaiste na Riochta domain.
- Students and teachers will be provided with training in the area of internet usage and safety.
- Uploading/downloading and installation of non-approved software will not be permitted. All relevant requests must be made to the ICT coordinator in writing. □ Virus protection software will be used and updated on a regular basis.
- The use of digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

Content Filtering

Colaiste na Riochta has chosen to implement the following level on content filtering on the Schools Broadband Network:

- Level 3; This level allows access to millions of websites including games but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Web Browsing and Downloading

- Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.
- Pupils will report accidental accessing of inappropriate materials in school, but outside the classroom, to the Principal.
- Pupils and staff will not copy information from the internet without acknowledging the creator and referencing the source of the content.
- Pupils and staff will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- Pupils will use the school's internet connection only for educational and career development activities.
- Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.
- Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Use of file sharing and torrent sites is not allowed.
- Downloading by pupils of materials or images not relevant to their studies is not allowed.

Email and Messaging

Coláiste Na Ríochta provides all students with an MS365 Outlook school email account for the purpose of school related communication. This is integrated into the virtual learning environment Microsoft 365. Students should not send personal information, should not open files or follow links from unknown sources. They should use appropriate language and should only communicate with other people as instructed by teachers only. Students are expected to communicate with the same appropriate, safe, courteous conduct online as they would offline. Email usage may be monitored by principal, deputy principal and teachers.

- The use of personal email accounts is only allowed at Colaiste na Ríochta with expressed permission from members of the teaching staff.
- Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Pupils should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

Social Media

The following statements apply to the use of messaging, blogging and video streaming services in Colaiste na Ríochta :

- Use of instant messaging services and apps including Snapchat, Whats Apps, G Chat etc. is not allowed in Colaiste na Ríochta.
- Use of blogs such as Word Press, Tumblr etc. is allowed at certain times in and only with a teacher's permission.
- Use of video streaming sites such as YouTube and Vimeo etc. is allowed with a teacher's permission.
- Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community
- Staff and pupils must not discuss personal information about pupils, staff and other members of the Colaiste na Ríochta community on social media.
- Staff and pupils must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and pupils must not engage in activities involving social media which might bring Colaiste na Ríochta into disrepute.
- Staff and pupils must not represent your personal views as those of being Colaiste na Ríochta's on any social media platform.

Use of Social Media by Staff

Staff should not use their personal profiles to conduct school business or communicate with students or their parents. The recently published 'Draft Code of Professional Conduct' from the Teaching Council should be referenced, (Appendix D).

Educational use by staff

Social Media sites can offer educational opportunities for collaboration on projects, presentation of ideas and sharing of class materials and resources. Staff should be guided by the following principles when incorporating Social Media into their teaching.

- The educational advantage of the use of the Social Media site in question should be clear
- Social media sites should be approved by the Principal
- Where a teacher is setting up a social media site where comments between students and teachers is possible, parental permission should be sought
- Material that is confidential in nature such as student grades etc. should never be posted publicly.
- Pay strict attention to intellectual property and copyright laws
- All students participating in the online collaboration should be advised of their responsibility to use the site appropriately.
- Staffs are expected to exercise sound judgement and maintain the highest professional standards while using Social Media in the school.

Unacceptable uses of Social Media sites and their consequences

Unacceptable use of Social Media sites will include:

- Sending or posting discriminatory, harassing, or threatening messages or images that may cause harm to any member of the school community.
- Forwarding or 'Liking' material that is likely to cause offence or hurt to a third party.
- Sending or posting 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 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.

Personal Devices

In September 2019 Colaiste na Ríochta introduced a rent to buy laptop purchase scheme for in-coming First Year students. Through this scheme, students are provided with a hybrid device for educational purposes only, parents must contribute a set fee each year towards the cost of the device for a set number of years following which the device then belongs to the student.

Students who use a laptop in school granted by the SENO following an Assistive Technology application must also adhere to the following guidelines.

Basic Expectations

1. Students are allowed the use of this laptop exclusively for instructional use. The purpose of the laptop program is to enhance classroom learning.
2. Students will practice extreme care when using their laptop. It is expected that the student will maintain control of the laptop at all times. The laptop will be transported exclusively within its appropriate case/bag and handled with care.
3. Students are not permitted to use their laptops during lunch and break time hours (except when given permission to do so by a teacher and this usage is supervised)The laptop must be locked away when it is not being used during class/learning time.
4. As a student of Colaiste na Ríochta you are expected to uphold all copyright laws, value and protect the privacy of information, particularly Colaiste na Ríochta's secure and private information. Do not share your laptop, password or account information with anyone else.
5. The student, in whose name the laptop is issued, will be responsible at all times for its appropriate use.
6. Outside of school time, parents/guardians are responsible for monitoring the use of the laptop.

Unacceptable Conduct (includes but is not limited by the following)

1. Use of the laptop 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.

2. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures.
3. Electronically posting personal information about yourself or others. (i.e. address, phone, photos)
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.
5. Engaging in any conduct that is considered illegal under Irish, county, local or any other Government law.
6. Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. Internet radio, online gaming, downloading media files)

In relation to Mobile Phone usage, please refer to the school's Code of Behaviour.

Images & Video

- Care should be taken when taking photographic or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- In Colaiste na Ríochta pupils must not take, use, share, publish or distribute images of others without their permission.
- Taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.
- Pupils must not share images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.
- Sharing explicit images, and in particular, explicit images of pupils and/or minors, is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension and possible expulsion as a sanction.

Cyberbullying

When using the internet, pupils, parents and staff are expected to treat others with respect at all times.

- Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is an unacceptable and absolutely prohibited behaviour,

with serious consequences and sanctions for those involved in accordance with the school's Code of Behaviour and Anti-bullying Policy.

- Measures are taken by Colaiste na Ríochta to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyber-bullying even when it happens outside the school or at night.
- Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and will be dealt with, as appropriate, in accordance with the school's Code of Behaviour.

The prevention of cyber bullying is an integral part of the Anti-bullying Policy of our school.

Guidance for Staff on Cyber-bullying

If you suspect or are told about a cyber-bullying or misuse incident, the following steps are advised:

• Mobile Phones

- Ask the pupil to show you the mobile phone
- Tell the pupil to save the message/image
- Note clearly everything on the device relating to an inappropriate text message, voicemail or image, to include the date, time and names
- Once this is completed the material may be deleted (where the material may cause distress to the student)
- Go with the pupil and see the Deputy Principal / Principal as per the school's Code of Behaviour

• Computers

- Ask the pupil to get up on-screen the material in question
- Ask the pupil to save the material
- Print off the offending material straight away
- Make sure you have got all pages in the right order and that there are no omissions

- Go with the pupil and see the Deputy Principal / Principal as per the school's Code of Behaviour
- Normal procedures to interview pupils and to take statements will then be followed. If a child protection issue is presented the Child Protection Policy will be followed.

Guidance for Pupils

If you believe you, or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, teacher, tutor or Principal.

- Do not answer abusive messages but log and report them
- Do not delete anything until it has been shown to an adult listed above (even if it is upsetting, the material is important evidence which may need to be used later)
- Do not give out personal IT details
- Never reply to abusive e-mails
- Never reply to someone you do not know
- Stay in public areas in chat rooms

Guidance for Parents

It is vital that parents and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying.

- Parents can help by making sure their child understands the school's policy and, above all, how seriously the school takes incidents of cyber-bullying
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything

Parents should contact the Principal as soon as possible. A meeting can then be arranged, which may involve other relevant members of staff.

Several sites offer helpful advice to parents, particularly with respect to how they can best monitor their child's use of the computer at home. Important and useful information can be found on the following site: www.webwise.ie

School Website/Social Media Accounts

Pupils will be given the opportunity to publish projects, artwork or school-work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website/Facebook page.

- The website/Facebook page will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.
- The publication of student work will be coordinated by a teacher/s and approved by the Principal.
- Colaiste na Riochta will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.
- Personal student information including home address and contact details will not be published on Colaiste na Riochta's web pages.

LEGISLATION

The school will make available, information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection Act 1988 (and Amendment Act 2003)
- <http://www.dataprotection.ie/>
- <http://www.irishstatutebook.ie/1988/en/act/pub/0025/index.html>
- <http://www.irishstatutebook.ie/2003/en/act/pub/0006/index.html>
- Child Trafficking and Pornography Act 1998
- <http://www.irishstatutebook.ie/1998/en/act/pub/0022/index.html>
- Interception Act 1993
- <http://www.irishstatutebook.ie/1993/en/act/pub/0010/print.html>
- Video Recordings Act 1989
- <http://www.irishstatutebook.ie/1989/en/act/pub/0022/index.html>

SUPPORT STRUCTURES

Where appropriate, the school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Colaiste na Ríochta has adopted the *Child Protection Procedures for Primary and Post Primary Schools* as part of its Child Safety Statement. This policy has been made available to the Parents' Council and is available to all parents on request.

DESIGNATED LIAISON PERSON (DLP)

Ms. Iseult Glynn (Principal)

DEPUTY LIAISON PERSON

Ms. Anne Marie Hassett (Deputy Principal)

Roles and Responsibilities

- The Board of Management will approve the policy and ensure its development and evaluation.
- The Principal and Deputy Principal will be responsible for the dissemination of the policy and the application of consequences.
- The ICT co-ordinator will be available to assist staff in the roll out of Social Media sites if requested.
- The ICT co-ordinator will outline unacceptable uses of Social Media to students, this will also be supported by SPHE teachers as part of the SPHE programme.
- The class teacher will be responsible for keeping records of breaches of the policy within their social media programme.
- The Principal, HSCL Teacher and the ICT co-ordinator will organise for the provision of a Parents Information Evening on Internet safety. This presentation should be organised in conjunction with Feeder Primary Schools and take place ideally every two Years.
- Strategies to ensure online safety will be taught as part of the SPHE anti-bullying programme.
- Subject Teachers will report any incidents of online bullying or misuse and be mindful of their obligations under Child protection Guidelines.
- The Guidance Counsellor and Care Team will provide support for students who have been victims of social media bullying or misuse.
- Department Co-ordinators will ensure that their section of the school's website complies with this policy.
- Subject Teachers will adhere to the guidance outlined above.

Review and Evaluation

The effectiveness of this policy will be monitored by the Principal and Deputy Principal. The policy will be reviewed every two years or as needs dictate during the academic year.

Permission Form for Internet Usage

Please review the attached school Internet Acceptable Use Policy, and sign and return this permission form to the School Office.

School Name: Colaiste na Riochta

Name of Student: _____

Class/Year: _____

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____

Date: _____

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website or Facebook page, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website/Facebook page.

I understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website/Facebook page.

Parent/Guardians Name: _____

Signature: _____ Date: _____

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Appendices

Appendix A – Social Media Reporting Procedures

Procedure for Alerting Facebook

In the case of Bullying or the posting of inappropriate images, the link below (Appendix D) can be used to report the above to Facebook who generally take such reports seriously and quickly remove the offensive material.

Procedure for Reporting a Fake Profile on Facebook

The first piece of action to be taken by a person, in respect of whom a fake profile on Facebook has been set up, is to contact the Facebook Help Centre immediately and require Facebook to remove the fake profile. This can be done using the link to the Help Centre below. Facebook state that the profile will be removed within 24 hours from notification.

Procedure for having inappropriate or offensive clips removed from YouTube

YouTube may be alerted to inappropriate uses by selecting the 'Flag' option beside the clip. YouTube will then ask you to select one of six reasons why the video is inappropriate: Sexual Content; Violent or Repulsive Content; Hateful or Abusive Content; Harmful Dangerous Acts; Infringement of Personal Rights; Spam. Once you have indicated the reason YouTube will review the clip within 48 hours and delete it if necessary

Appendix B - Guidelines for staff on Personal use of Social Media websites

From the Teaching Council Code of Conduct
Teachers shall...

3.3.6 Communicate effectively with pupils/students, colleagues, parents, school management and others in a manner that is professional, collaborative and supportive, and based on trust and respect.

3.3.7 Ensure that any communication with pupils/students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.

3.3.8 Ensure that they do not access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format.

3.3.9 Ensure that they do not access, download or otherwise have in their possession, at any time or in any place, illegal materials/images in electronic or other format.

Appendix C - Strategies to be taught to students

- **Use strict privacy settings**

Review all of the options on your privacy settings page. Many sites default settings tend to keep information public until a user makes it private (although Facebook is a little stricter with minors' accounts). "Friends Only" is a good choice for most items, but you can be even more selective.

- **Be selective and control what you post.**

Be selective about what you share by customizing the recipients of your posts. Activities on Facebook, including the applications teens use and games they play, can be viewed by others. Remember: Everything online happens in front of a vast, invisible, and often anonymous audience. Once something is out there, it doesn't go away as it can be copied and forwarded easily and quickly. Everything leaves a digital footprint.

As a rule of thumb if you wouldn't be comfortable posting something (pictures comments etc.) on a noticeboard in the school corridor then don't post it online. You should never post personal details such as your phone number, email address or home address. Remember that irresponsible online behaviour can damage your real life reputation.

- **Be selective with friends.**

Be careful who you make friends with online. In general it is better to restrict friends to people you know and trust in the real world.

- **Pre-approve tags.**

Choose the settings that allow you to see everything you've been tagged in (including photos) before the tag links to your page.

- **Use notification settings.**

You can tell Facebook that you want to be notified of any activity performed on your name, including photo tags.

- **Never post your location.**

Facebook lets users post their location on every post. Teens should not do this for safety and privacy reasons. Teens can also "tag" their friends' location but you can prevent anyone from tagging your location in the How Tags Work section.

- **If something has been posted that upsets you – tell someone.**

If someone is bullying you online, you should:

- As in all cases of repeated unwanted aggression you should tell your Class Tutor, Year Head, the Deputy Principal or Principal or any Teacher in the school.
- Keep and save any bullying emails or images you have been sent.
- Take a screenshot of any comments that are threatening.
- Make a note of the time and date that messages or images were sent, along with any details you have about the sender.
- Not reply to any bullying messages or get into any online arguments.

- **Using Social Media on your Mobile Phone.**
If your profile is linked to your mobile phone, you should use the website's privacy settings to ensure that your phone number is not visible.
- **Chat & VOIP services. (These allow for communication that may be typed or spoken with or without webcam access)**
When using the above you should only communicate with people you trust and remember that other people may be able to view all aspects of the communication.
- **Watch the clock.**
Social media sites can be real time wasters. Hours and hours can go by online - time that should be spent doing homework, studying, reading or exercising.

Appendix D–Useful Websites

Follow the links below for resources to assist in educating students on the responsible use of the Internet and Social Media.

- <http://www.makeitsecure.org/en/young-users.html>
- <http://www.make-it-safe.net/>
- <http://www.webwise.ie/>
- <http://www.facebook.com/safety/groups/teens/>
- <http://www.internetsafety.ie/website/ois/oisweb.nsf/page/safety-en>
- www.watchyourspace.ie
- www.thinkb4uclick.ie
- www.safekids.com
- <http://cybersafeireland.org/>

Colaiste na Ríochta Bring Your Own Device Policy

Purpose:

The bring your own device (BYOD) programme involves allowing students to bring their own 'mobile devices' to school to support learning activities. In an effort to support student-centered learning and allow students to take more control of their own learning, the school will allow students to use certain mobile devices in the school. Students wishing to participate in the BYOD programme must accept the responsibilities stated in this BYOD Policy and Internet Acceptable Use Policy (AUP) and must read, sign, and return this form.

Types of mobile devices allowed under this policy:

For the purpose of this policy, a 'mobile device' refers to a student owned device such as a tablet, laptop, netbook, iPod touch, suitable phone or any smart device. Personal gaming devices are not allowed under the BYOD programme. The school decides on the type of allowed device.

BYOD Acceptable Use Policy (AUP) Summary:

1. Any student who wishes to use a personally owned mobile device within school must read and sign this AUP.
2. An student must read, sign and submit the AUP to the school office and/or Principal
3. Students take responsibility for appropriate use of their device at all times. The school is not responsible in any way for the device or for its' use.
4. Students are responsible for their devices, including any breakages, costs of repair, or replacement. (the only exception to this is if the device is part of the school's rent to buy laptop scheme)
5. To conform to Health and Safety compliance, any defective or damaged devices should not be brought into the school.
6. Students should keep their devices with them at all times. **When not in use, students should lock them into their lockers.**
7. The school reserves the right to inspect or monitor student mobile devices during school hours.
8. Violations of any school policies or rules involving a student device may result in a student not being allowed continue using the device during school hours and/or disciplinary action, for a period to be determined by the school.
9. During school hours students are allowed use their device for learning related activities only.
10. Students will comply with teachers' requests regarding use of devices during school hours, and classes.
11. Mobile devices must be charged prior to bringing them to school so as to be usable during school hours. Charging devices in the school is not an option.
12. Students may not use the devices to record, transmit or post photos or videos of other students or teachers. No images or video recorded at school can be transmitted or posted at any time without the permission of their teachers.
13. Students may use the school wireless network and content filtered broadband. Use of other 'unfiltered public wireless connections, such as mobile networks, is not allowed during school hours.
14. A current and up to date anti-virus application MUST be installed and active on all devices connected to the wireless Network.
15. The school reserves the right to change the BYOD policy in line with overall school policy

Mobile Device Details: _____ (eg., Tablet – include manufacturer, type of device here)

As student, I understand and will abide by this policy. I understand that any violation of this policy may result in not being able to use my mobile device in school, and could mean other disciplinary action.

Students Name: _____ (in capitals)

Students Signature: _____ Date: _____

Parents/Guardians Signature _____ Date: _____

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