**Coláiste Éamann Rís IT equipment Policy**

For the purposes of this policy the term Coláiste Éamann Rís IT equipment will be used to cover all forms of IT equipment used in the school building/at home that is purchased/owned by Coláiste Éamann Rís and/or the Department of Education and Science; this includes, but not restricted to, iPads, laptops, raspberry pies, VR headsets, projectors, Chromebooks, PCs, Macs etc.

It is important to note that any equipment granted to students by the Department of Education (either in primary school or at post primary level) that this equipment remains the property of the Department of Education and therefore is included under the terms of this policy as Coláiste Éamann Rís IT equipment.

**Student user’s Responsibilities**

● Coláiste Éamann Rís IT equipment are solely for use as an educational tool and are not for personal use.

● Only Apps for educational purposes are to be installed

● Do not plug your Coláiste Éamann Rís IT equipment into your computer either at home or in school,

● Do not sync/link Coláiste Éamann Rís IT equipment up to any personal accounts including but not restricted to, gmail, hotmail, Google Drive, Itunes account etc.

● Report any issues and/or interference created by any other students because of Coláiste Éamann Rís IT equipment possession.

● Do not load/save personal content, i.e. music, videos or pictures, onto the Coláiste Éamann Rís IT equipment.

● Do not change Coláiste Éamann Rís IT equipment passcode. (Consult ICT technician if needed)

● Use only the Coláiste Éamann Rís (@deerparkcbs.ie) email account on the Coláiste Éamann Rís IT equipment, do not add any other email account.

● Coláiste Éamann Rís IT equipments are not to leave the country

● The AC adapter and cable are your responsibility, please care for it and store responsibly.

● The provided protective survivor cover/case for the Coláiste Éamann Rís IT equipment must be in use at ALL times, please do NOT remove.

● The Coláiste Éamann Rís IT equipment screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc...) on top of the Coláiste Éamann Rís IT equipment.

● Do not subject the Coláiste Éamann Rís IT equipment to extreme heat or cold.

● Do not store or leave portable Coláiste Éamann Rís IT equipment unattended in vehicles or class Rooms.

● Users may not use Coláiste Éamann Rís IT equipment to photograph any other person, without their consent.

● The Coláiste Éamann Rís IT equipment is subject to routine monitoring by Coláiste Éamann Rís

● Coláiste Éamann Rís is not responsible for the financial or other loss of any personal files that may be deleted from Coláiste Éamann Rís IT equipment.

● Coláiste Éamann Rís IT equipments must be returned to the school during the Xmas and Summer holidays

● Coláiste Éamann Rís IT equipment may be used by other students/teachers/staff for educational purposes

● Coláiste Éamann Rís IT equipment is not a ‘personal device’

● It is the responsibility of the student granted access by DES to use Coláiste Éamann Rís IT equipment in classes, teachers will encourage and allow the use of DES granted Coláiste Éamann Rís IT equipment in all classes.

● It is a user’s responsibility to keep their Coláiste Éamann Rís IT equipment safe and secure. The user must know where the Coláiste Éamann Rís IT equipment is at all times.

● Coláiste Éamann Rís IT equipments must be returned to the school when student is leaving.

● Coláiste Éamann Rís IT equipment may be taken home overnight by students, with teachers permission. Coláiste Éamann Rís IT equipment must be returned the following day. While Coláiste Éamann Rís IT equipment is ‘away from campus’ its use is confined to the student who has been granted permission to take it home. The terms of this policy are to be adhered to while Coláiste Éamann Rís IT equipment is away from campus.

**Staff Responsibilities**

● Students many only access teacher workstations under direct supervision of a staff member

● SEN teachers must ensure Coláiste Éamann Rís IT equipment is locked in their classrooms/offices when Coláiste Éamann Rís IT equipment is not in use

● Teachers should ensure that teacher workstations are shut down at the end of the day

● Staff should report IT issues to the Deputy Principal through email

● Staff must not save passwords on Coláiste Éamann Rís IT equipment

● Coláiste Éamann Rís IT equipment is for educational use only

● Coláiste Éamann Rís IT equipment must not be used to access any personal accounts

● Nothing should be saved to the harddrive of Coláiste Éamann Rís IT equipment, all staff must use Google Drive to save files etc. Coláiste Éamann Rís IT equipment may be wiped from time to time without notice given.

● Coláiste Éamann Rís IT equipment must not be removed from the school without permission from the Principal

**Lost, Damaged or Stolen Coláiste Éamann Rís IT equipment**

● Student users of Coláiste Éamann Rís IT equipment must report any damage or loss to either their Year Head, the Principal and/or Deputy Principal, who will determine necessary action.

● Coláiste Éamann Rís IT equipments are covered by a manufacturer’s warranty of one year. The warranty covers manufacturer’s defects.

● If Coláiste Éamann Rís IT equipment is lost or damaged by neglect or misuse it is the user’s family’s financial responsibility to replace the Coláiste Éamann Rís IT equipment.

● If Coláiste Éamann Rís IT equipment is damaged, the school will work with the student and supplier to resolve any warranty issues.

**Prohibited Uses (not exclusive):**

● Accessing Inappropriate Materials – All material on the Coláiste Éamann Rís IT equipment must adhere to the ICT Responsible Use Policy. Users are not allowed to send, access, upload,

download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

● Illegal Activities – Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal offensive activity.

● Cameras – May only be used with the permission from and under direction of a supervising teacher. Any use of a camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.

● Posting of images/movies on the Internet into a public forum is strictly forbidden, without the expressed permission of the Teacher or in the case of staff use; the School Principal.

● Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the Coláiste Éamann Rís IT equipment by Apple. Jailbreaking results in a less secure device and is strictly prohibited.

● Inappropriate media may not be used as a screensaver or background photo.

This policy applies to all students and staff members of Coláiste Éamann Rís