



# **Ballymakenny College**

## **Acceptable Usage Policy**

### **Acceptable Usage for Mobile Device**

#### **Aim**

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed. The AUP should be read carefully to ensure that the conditions of use are accepted and understood.

#### **Policy Provisions**

##### **Equipment**

Parents are responsible for purchasing the mobile device and Apps for their son/daughter. Parents are also responsible for the safe-keeping, repair and insurance of their son/daughter's mobile device. Parents retain ownership and possession of the mobile device and agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the mobile device at any time and the right to alter, add or delete installed software or hardware. Usage, within the school is a privilege and not a right. Students may lose their right to use the mobile device and to have it in their possession if they abuse their responsibilities and breach this or other school policies.

##### **Substitution of Equipment**

In the event that a student's mobile device is inoperable, the school will **try** to provide a spare mobile device for use while the student's mobile device is repaired or replaced. This agreement remains in effect for the substitute mobile device. However, only one substitute mobile device will be provided to a student at any one time. If a student damages, forgets to bring this replacement mobile device to school, or comes to school with it uncharged, a substitute will not be provided.

##### **Damage or Loss of Equipment**

Students must report any damage or loss to their Tutor who will determine necessary action. All mobile devices are covered by a manufacturer's warranty of one year. The warranty covers manufacturer's defects. If a mobile device is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the mobile device. If a mobile device is damaged, the school will work with the student and supplier to resolve any warranty issues.

##### **Standards for 1:1 mobile device care - Parental Responsibilities**

- Parents should inspect the mobile device each evening to ensure that it is in good working order.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the mobile device to school management.

- Parents should inspect the mobile device and the installed Apps on a regular basis to ensure that there is no inappropriate material.

#### **Standards for 1:1 mobile device care - Student Responsibilities:**

- Arrive to school each day with a fully charged mobile device.
- Keep the mobile device within a protective case and in your locker when not in use.
- Do not let anyone use the mobile device other than your parents, teacher or other schoolappointed person.
- Report any problems, damage or theft immediately to your Tutor and/or the School Office.
- Report any issues and interference created by any other student because of mobile device possession, use or ownership.
- If you go home from school without reporting any damage or interference that may have occurred during the school day, school management will presume that the damage and/or interference took place outside of school time.
- Mobile device are to be left in secured lockers when students are on tours, trips and activities.

#### **Standards for 1:1 mobile device care - School's Responsibilities:**

- To enforce this Policy, the Code of Behaviour and School Rules apply.
- To make every effort to ensure quiet use and enjoyment of the mobile device by all students.
- To provide a locker for safe storage for all students who use a mobile device. Locker provision is an element of the annual Registration Fee for all students, and are available subject to a contribution being made towards the fee.
- To provide a safe storage area for students who use mobile device during breaks and when they are on tours, trips or activities.
- School will make every effort to resolve any reported issues relating to ownership, possession or use of the mobile device.

#### **General Care**

Keep the equipment clean. For example, do not eat or drink while using the mobile device.

#### **Sanctions**

Misuse of the Internet and computers within school will be dealt with in accordance with the School Code of Behaviour.

#### **Online privacy and code of behaviour:**

Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action up to and including suspension or expulsion.

The school also reserves the right to report any illegal activities to the appropriate authorities.

### **Digital Citizenship (as seen in the school journal)**

- **Respect Yourself**

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website / virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

- **Protect Yourself**

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any

aggressive or inappropriate behaviour directed at me. I will not share my password or account details with anyone else.

- **Respect Others**

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

- **Protect Others**

I will protect others by reporting abuse. I will not forward any materials (including emails and images) that the school would deem inappropriate.

- **Respect Copyright**

I will use and abide by the fair use rules. I will not install software on school machines without permission. I will not steal music or other media, and will refrain from distributing these in a manner that violates their licenses.

- **Respecting Technology**

I will take all reasonable precautions to protect my mobile device from damage. I will always keep it with me or in secure storage when appropriate. I will not tamper with its software or jailbreak it. I will not interfere with school ICT systems or attempt to bypass school restrictions.

- **Acceptance**

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I accept that this policy applies in school and outside school. I understand that failing to follow the above will lead to appropriate sanctions being carried out.

- **Online privacy and code of behaviour:**

I understand that circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action up to and including suspension or expulsion.

I acknowledge the contents of this document as outlined above and agree to adhere to the guidelines of the Ballymakenny College Acceptable Usage Policy:

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **6. Success Criteria & Monitoring**

The Acceptable User Policy was devised in consultation with the students, parents, staff, management and Board of Management of Ballymakenny College.

It will be reviewed regularly as part of the normal Whole School Development Planning review cycle. If necessary, it may be reviewed at any time considering changing circumstances and/or changing legislation. Any amendments which need to be made will be in keeping with the general philosophy of the school. Any suggested amendments/improvements will be communicated to the Principal or Deputy Principals who will consult with all partners.

Approved by the BOM of Ballymakenny College on February 2016

Signed by Chairperson: *Maire Ní Bhroíthe*