

St. Paul's Primary School,
Dooradoyle,
Co Limerick



Scoil Phóil Naofa,
Túr an Daill,
Co. Luimní

POLICY NO	POLICY TITLE
11	Acceptable Use Policy

DOCUMENT CONTROL

This Policy Document has been prepared by the Board of Management (BOM) in consultation with the Parents' Association and Staff of St Paul's Primary School and taking into account all relevant legislation/circulars.

REVISION HISTORY

REVISION NO	DESCRIPTION	APPROVED BY	DATE
REV 1	FIRST ISSUE	BOM	1 October 2008
REV 2	REVIEW	BOM	25 April 2024

NEXT REVIEW NO LATER THAN	JUNE 2028
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1. Introduction

St. Paul's National School recognises that access to ICT enhances the opportunity for our pupils and staff to learn, engage, communicate, and develop skills that will prepare them for many aspects of their lives. However, just like in the real world, the Internet has access to people and certain kinds of information that are unsuitable for children – and may potentially have a negative impact on their attitudes, behaviour and well-being. It is important for us to equip our pupils with the necessary information and skills to navigate safely on the internet.

This policy applies to all the school's "Devices", which means all computers, Chromebook, iPad, laptops, ThinkPad's, and other IT resources that connect to the school's network. This policy applies to staff and pupils of St Paul's NS. The school reserves the right to amend this policy from time to time at its discretion. This policy should be read carefully to ensure that the content is accepted and understood.

2. Rationale

The rationale of this policy is to give guidance and direction for the acceptable use of ICT for teaching and learning and communication as appropriate for all members of the school community 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 If the school AUP is not adhered to, this privilege will be withdrawn, and appropriate sanctions will be imposed.

3. Aim

- To ensure that the pupils benefit from the learning opportunities offered by internet access in a safe and positive manner.
- To establish minimum standards for the use of ICT resources.
- To make pupils and parents aware of the school's administration and monitoring of the school's ICT resources.
- To respect the use of all school ICT equipment and use it responsibly in accordance with school policy
- To treat other users with respect at all times and respect the right to privacy of all members of the school community.
- To respect copyright and acknowledge creators when using online content and resources.
- To discourage the misuse of ICT resources in a manner that would bring the school into disrepute

4. Responsibilities of Staff

St. Paul's School's computers and networks are to be used in a responsible, ethical and legal manner. Management reserves the right to monitor this usage.

Staff will:

Follow the guidelines set out in this AUP

Supervise pupil use of ICT.

Model and provide instruction in the ethical and appropriate use of technology in a school setting.

Maintain a curricular focus.

5. School Strategies

St. Paul's School will employ a number of strategies in order to maximise learning opportunities and minimise risks associated with the Internet. These strategies include, but are not limited to the following:

A central Filtering system is used on all school Devices through the School Broadband Programme to minimise the risk of exposure to inappropriate material and to block unsuitable sites. Virus protection software is used on school devices and updated regularly. The school's search engine has a built in 'safe search' feature. The 'safe search' feature will be enabled on all search engines on school devices.

- Staff, pupils, and parents/guardians will be informed of webinars and other information relevant to Internet safety
- Online safety will be promoted routinely through webswise, parent-teacher meetings, staff conferences, during class lessons and Internet Safety Week.
- Uploading and downloading of non-approved software on school devices will not be permitted
- A teacher/SNA will supervise Internet use on school devices
- It is important to note that the schools Anti-bullying Policy should be read in conjunction with this Policy. Parents/Guardians and pupils should be aware that placing a once-off, offensive or hurtful internet message, image or statement on a social network site or other public forum where that message, image or statement can be viewed/or repeated by other people will be regarded as bullying behaviour and could be investigated by the Gardai
- Pupils will observe good 'netiquette' (i.e., Etiquette on the Internet) at all times and will not undertake any action that may bring the school into disrepute.
- Pupils will use appropriate care and follow rules when working with school devices (see Appendix 2)

6. Legislation and Regulation

The Board of Management have taken into account all relevant legislation and circulars in the formulation of this policy.

7. Support Structures and Education

St Paul's National School endeavours to have support structures in place to ensure the appropriate use of electronic devices in school and to ensure staff, parents/guardians and pupils feel supported in this manner

- The School will inform pupils and parents/guardians of key support structures and organisations that deal with illegal material or harmful use of the internet.
- On an annual basis the school will run a programme on acceptable internet usage, for pupils and parent/guardians. This will cover several topics including cyber-bullying. Currently Digiwise facilitates this programme.
- Parents/Guardians must not use social media or the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the school community.
- Parents /Guardians or other visitors to the school should not upload images or videos featuring pupils or staff to any social media platform. This includes images from in-school concerts, sports day events etc.
- Parents/Guardians must not engage in activities involving social media or any form of communications technology, which could bring St Paul's NS into disrepute.
- Parents/Guardians should ensure that their children adhere to the minimum age requirements for the use of messaging services and social networks. Many social media sites have minimum age requirements. While the school will not monitor this, we would advise parents to not allow their children to have personal accounts on snapchat etc until they are the appropriate age.
- Parents/Guardian are expected to take responsibility for their child's use of ICT and electronic devices (including mobile phones) and should monitor their child/children's online behaviour outside of school. School authorities cannot be responsible for pupil online behaviour that arises outside of the school environment. However, the school will co-operate as far as is possible with parents/guardians in dealing with reports of inappropriate online incidents that impact on the wellbeing of pupils and /or staff. Parents/guardians will be advised to report these inappropriate online incidents to the Gardai.

8. Acceptable Use of the Internet for pupils

- Pupils will be taught specific lessons on online safety by teachers (e.g., Web wise, Zeeko 5 in 1 rule and lessons from All board for Digi town). Fourth to Sixth have internet safety talks with Digiwise.
- Pupils will not knowingly attempt to visit internet sites on school devices that contain obscene, illegal, hateful, or otherwise objectionable materials and the school will not be responsible for any attempts taken in this regard. In the event of accidentally accessing any of the above sites, the pupil will be expected to alert and report the incident to the teacher.
- The internet will be used to enhance learning and will be used for educational purposes.
- Pupils will not upload, download, or otherwise transmit material that is copyrighted on school devices. Pupils will be taught about ethical behaviour, fair use, and copyright.
- Pupils will not disclose or publicise personal or confidential information to others online. Examples of this are, but not limited to, their own peers' home addresses, telephone numbers, email addresses, online profile information or name and location of their school.
- Pupils will not examine, change, or use another person's files, username, or passwords.
- Pupils will be aware that any usage, including distributing or receiving any information school-related or personal, may be monitored and disciplined accordingly.
- The school takes every reasonable precaution to provide online safety, but it cannot be held responsible if pupils access unsuitable websites either deliberately or inadvertently.

9. Microsoft 365 for Education: Notice to Parents and Guardians

This notice describes the personal information we provide to Microsoft for these accounts and how Microsoft collects, uses, and discloses personal information from pupils in connection with these accounts.

Using their Microsoft 365 for Education accounts, pupils may access and use the following "Core Services" offered by Microsoft:

- Outlook
- Word
- OneDrive
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Sway
- Forms

Microsoft provides information about the information it collects, as well as how it uses and discloses the information it collects from Microsoft 365 for Education Accounts in its Privacy Statement. You can read that online at:

<https://privacy.microsoft.com/en-US/privacystatement#mainenterprisedeveloperproductsmodule>

You should review this information in its entirety, but below are answers to some common questions:

What Personal Information does Microsoft collect?

When creating a pupil account, St Paul's NS may provide Microsoft with certain personal information about the pupil, including, for example, a first name, email address, and password.

When a pupil uses Microsoft services, Microsoft also collects information based on the use of those services.

This includes:

- Device information, such as the hardware model, operating system version, unique devices identifiers, and mobile network information including phone number.
- Log information, including details of how a user used Microsoft services, device event information, and the user's internet protocol (IP) address.
- Location information, as determined by various technologies including IP address, GPS, and other sensors.
- Unique application numbers, such as application version number; and
- Cookies or similar technologies used to collect and store information about a browser or device such as preferred language and other settings.

How does Microsoft use this information?

Microsoft uses the data they collect to provide each end user with rich, interactive experiences. In particular, they use data to:

- Provide their products, which includes updating, securing, and troubleshooting, as well as providing support. It also includes sharing data when it is required to provide the service or carry out the transactions the user requests.
- Improve and develop their products.
- Personalise their products and make recommendations.
- For advertising and marketing purposes. (This does not apply to Microsoft 365 for Education)

They also use the data to operate their business, which includes analysing performance, meeting legal obligations, developing their workforce, and doing research.

In carrying out these purposes, they combine data they collect from different contexts (for example, from the use of two separate Microsoft products) or obtain from third parties to give each end user a more seamless, consistent, and personalised experience to make informed business decisions and for other legitimate purposes.

How is Microsoft 365 different from other Microsoft Products ?

For Microsoft products provided for educational purposes, including Microsoft 365 education, Microsoft will:

- Not collect or use pupil personal data beyond that needed for authorised educational or school purposes.
- Not sell or rent pupil personal data.
- Not use or share pupil personal data for advertising or similar commercial purposes, such as behavioural targeting of advertisements to students.
- Not build a personal profile of a pupil, other than for supporting authorised educational or school purposes or as authorised by the parent, guardian, or pupil of appropriate age; and
- Require that our vendors with whom pupil personal data is shared to deliver the educational service, if any, are obligated to implement these same commitments for pupil personal data.

Can my child share Information with others using the Microsoft 365 for Education Account?

Some teachers may use the Microsoft Teams application for setting homework assignments and other project work. This allows the pupil to share information and submit work directly with their classroom teacher. They may also communicate with others in their class group only using this interactive tool. It is the teacher's responsibility to monitor the pupil's usage to ensure it is being used solely for engaging with class/homework.

Will Microsoft disclose my child's personal information?

Microsoft will not share personal information with companies, organisations and individuals outside of Microsoft unless one of the following circumstances applies;

- **With Parental or guardian consent.** Microsoft will share personal information with companies, organisations or individuals outside of Microsoft when it has parental consent (for users below the age of consent) which may be obtained through Microsoft 365 for Education schools.
- **With St Paul's NS** Microsoft 365 for Education accounts, because they are school managed accounts, give administrators access to information stored in them.
- **For external processing.** Microsoft may provide personal information to affiliates or other trusted businesses or persons to process it for Microsoft, based on Microsoft's instructions and in compliance with the Microsoft 365 for Education privacy notice and any other appropriate confidentiality and security measures.

- **For Legal reasons** Microsoft will share personal information with companies, organisations, or individuals outside of Microsoft if it has a good faith belief that access, use, preservation or disclosure of the information is reasonably necessary:
 - a. To meet any applicable law, regulation, legal process, or enforceable governmental request.
 - b. To enforce applicable Terms of Service including investigation of potential violations
 - c. detect, prevent, or otherwise address fraud, security, or technical issues.
 - d. To protect against harm to the rights, property or safety of Microsoft, Microsoft users or the public as required or permitted by law.

Microsoft also shares non-personal information – such as trends about the use of its services – publicly and with its partners.

What choices do I have as a Parent or Guardian?

First you can consent to the collection and use of your child’s information by Microsoft. If you do not provide your consent, we will not create Microsoft 365 for Education, and Microsoft will not collect or use your child’s information as described in this notice.

If you consent to your child’s use of Microsoft 365 for Education, you can access or request deletion of your child’s Microsoft 365 for Education by contacting the School Principal. If you wish to stop any further collection or use of your child’s information, you can request that we use the service controls available to limit your child’s access to features or services or delete your child’s account entirely. You and your child can also visit <http://myaccount.microsoft/?ref=MeControl> while signed into the Microsoft for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Microsoft 365 for Education accounts or the choices available to you, please review the relevant policy documentation provided at the Microsoft 365 Documentation Centre at the following link:

<http://learn.microsoft.com/en-us/microsoft-365/?view=o365-worldwide>

You can also search for relevant information or chat with a Microsoft agent by using the Microsoft 365 Q & A section of the website:

<http://learn.microsoft.com/en-us/answers/support/>

This webpage provided by PTSD is an excellent, clear, and concise overview of what Microsoft 365 for Education is and the apps it incorporates:

<https://www.pdst.ie/DistanceLearning/Platforms/Microsoft>

10. Distance Learning

- In circumstances where teaching cannot be conducted on the school premises, teachers may use primarily Class Dojo, along with others such as Padlet, Zoom, or other platforms approved by the principal as platforms (the “Online Platforms”) to assist with remote teaching where essential.
- The school has signed up to the terms of service of the Online Platforms in use by the school.
- The school has enabled the most up-to-date security and privacy features provided by these Online Platforms.
- Parents/Guardians will be provided with the password and will be expected to monitor their child’s use of the Gmail address and Online Platforms.
- If teachers are using Zoom, parents/guardians must consent to their child accessing such lessons. (Appendix 3: Parental Consent for Distance Learning)
- Parents/Guardians must also agree to monitor their child’s participation in any such lessons conducted on the Online Platforms.

Internet Chat

Discussion, such as “Chat” pm online platforms will only be used for educational purposes and will always be guided by a teacher and supervised by a parent/guardian.

Pupils will never arrange a face-to-face meeting with someone they only know through the Internet, and this is forbidden. An opportunity presents here for the teaching of web safety skills e.g., Webwise.

Discussion forums on Zoom will only be used for educational purposes and will always be supervised.

11. Personal Devices

Pupils who are found with personal electronic devices including phones and smartwatches in their possession or turned-on during school hours will have them confiscated. They will be kept in the principal's office until the principal contacts the parent/guardian to collect it.

Pupils may not use any personal devices including smartwatches with recording or image taking capability while in school or on a school outing. Any such breach of the Acceptable Use Police (AUP) will be sanctioned accordingly.

The use of E- Reader may be permitted under the supervision of a teacher.

Assistive Technology Devices granted to some pupils through the Department of Education will be used for educational purposes only. (Appendix 6: Policy regarding ICT/Assistive Technology in the Special Education Setting)

12. School Website and affiliated Social Media sites, School App

- The school's website address is www.stpaulsdooradoyle.ie
The school's email address is stpaulsdooradoyle@gmail.com
- The school's app is used for communication purposes.
- The school also uses Aladdin as an administrative tool.
- Pupils will be given the opportunity to have photos, projects, artwork, and other work relating to curricular and extra-curricular school activities published on the school website as per the consent form. Teachers will coordinate the publication of this material.
- Personal information relating to the pupil including their full name, home address and contact details will not be included on school social media or the school's website.
- Digital photographs and audio or video clips of individual pupils will not be published on the school website and /or affiliated pages, without prior parental /guardian permission.
- Photos/videos may be used for the Homework journal or specific school events, such as Confirmation, School Tours, Sports days, and other such events. These photos/videos and the photos/videos on our website/app should not be copied or posted to any other social media or other website or published in any way.
- Parent(s)/guardian(s) must not 'tag' photographs or any other content on social media which would identify any children or staff in the school.
- The principal will review the content of the website. The principal and the Board welcome any suggestion about how the content may be improved.
- If any parent or guardian has any concern about the appropriateness of the content of the website, then the Board asks that the matter be brought to the attention of the principal as a matter of urgency.
- Where teachers choose to use Clasdojo, then the messaging function of the website/app is only used as a method of communication **during school hours**.
- This policy should be read with our Data Protection Policy.

13. Use of Information Communication Technology ("ICT") Resources

- St Paul's N S information and Technology resources (e.g., e-mail, computer, computer applications, networks, internet, intranet, phone and other wireless communication devices, telephone, paging and voice mail systems and the like) are the property of the school and are provided solely for school related activities.
- Inappropriate use including hacking, pirating software, using school resources for non-school commercial activities, soliciting, distributing literature for outside entities, disclosing confidential information of the school, sending inappropriate email or accessing inappropriate websites (such as those advocating hate or violence, containing sexually explicit material promoting illegal activities), or using school

resources in a way that violates the letter or spirit of the schools policies or reflects negatively on the school is forbidden.

- Users of the school's information and technology resources must not share passwords. If you allow your password or assigned resource, you will be held responsible for their use.
- Consistent with national laws, The Board of Management reserves the right to monitor the use of its information and technology resources and to take appropriate disciplinary actions or deny future access privileges in cases of misuse.
- Pupil use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including, where applicable, the EU General Data Protection Regulation ("GDPR")
- Staff use of the school's information and technology resources constitutes consent to such monitoring. All such monitoring will be conducted in accordance with law including where applicable, the EU' General Data Protection Regulation ("GDPR")
- (Refer to Appendix 4: Thinkpad/Laptop Conditions of Use Agreement for Staff)

14. Sanctions

- Misuse of the Internet or any activity which is in contravention with this Policy, may result in Disciplinary action, including written warnings, withdrawal of access privileges and where appropriate suspension or expulsion in line with the Code of Behaviour.
- The school also reserves the right to report any illegal activities to the appropriate authorities.
- Access to the internet will be withdrawn from pupils who fail to maintain acceptable standards of use.

15. Review and Ratification

This policy will be reviewed fully every four years or sooner if necessary.

The Board of Management approved this policy on 25 April 2024.

APPENDIX 1:

Acceptable Use Policy Agreement for Pupils

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.

Pupil's Signature: _____

Parent/Guardian Signature: _____

Date: _____

APPENDIX 2:

St. Paul's N.S. thinkpad/ipad Acceptable Use Agreement for pupils.

- I will treat the iPads / Thinkpad in school with respect and care.
- I will not leave an iPad unattended.
- I will keep food and drinks away from the iPad to prevent damage.
- I will not remove the iPad protective case or change the appearance of the iPad.
- I will only use iPads in ways that are appropriate.
- I will never try to download Apps to an iPad.
- I will never try to change the background or screen saver on an iPad.
- I know that I do not have permission to access Settings on an iPad.
- I will never try to download music or films to a school iPad using a personal account.
- I will only use the camera or microphone on my iPad when instructed by my teacher.
- I will not use the iPad to send electronic messages unless specifically asked by a teacher.
- I will only photograph people with their permission.(and only as part of a school assigned task/project)
- I will never use the internet to share images, sound recordings or films stored on the iPad, unless I am specifically asked to by a teacher.
- I will not hide an iPad so others cannot use it.
- I will use the Google Drive on the iPad to store my work on my student platform on the school domain.
- I will not attempt to use someone else's pass code to access an Thinkpad
- I will respect the work of others and their copyrights.
- I will not connect an iPad to another device or accessory unless specifically asked to by a teacher.
- I will not access, upload or download inappropriate material using the iPad/Thinkpad
- I will not use the iPad to play games or access social media website unless I have permission from a teacher.
- I will not use the iPad/Thinkpad to bully or threaten or upset others.

Signed by: _____ (Parent/Guardian)

APPENDIX 3: Parental Consent

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy on the school website 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.

Signature: _____

Date _____

Please review our Acceptable Use Policy available on www.stpaulsdooradoyle.ie and sign and return this permission form to your child's class teacher.

Thank you.

APPENDIX 4:

ThinkPad/Laptops Conditions of Use Agreement for Staff:

St Paul's NS is a Microsoft Education School where ThinkPad/ Laptops are the most common technological devices in use by staff and pupils. This agreement is signed by all staff members when assigned a ThinkPad /Laptops for use each year.

Staff ThinkPad/Laptops

I have received my school ThinkPad/Laptop and lead on the date indicated below.

This remains the property of St Paul's N S. I take responsibility for the safe storage and care of this device. I will be the sole user of the ThinkPad/Laptop which will be used for school or professional purposes only. Other individuals, including children, should not be allowed to play on or use this device. ThinkPads/Laptops will be returned to the school periodically to facilitate inventory and software updates. All ThinkPads/Laptops and /orThinkPads/Laptops lead faults, defects or malfunctions must be reported to the school principal and /or the school IT coordinator as soon as is reasonable.

I agree to these terms and conditions.

Name _____

Address _____

APPENDIX 5:

Distance Learning Code of Behaviour:

Online Classes Rule/Conduct:

- In the event of a school closure classes will continue online remotely.
- Pupils are expected to engage with online classes with the same respect and positive attitude as they would in a school bases classroom.
- Pupils are asked to log into their online classes as scheduled on their timetable.
- When work is scheduled online a deadline will be set for submission. Please adhere to these deadlines. Progress with the curriculum will be ongoing and therefore it is essential that pupils adhere to their school timetable to the best of their ability.
- Online behaviour must at all times be appropriate and respectful.
- Online Learning is provided to ensure, amongst other reasons, the continuation of Teaching & Learning during periods where the school is required to close during term time. It is imperative that the behaviour of all pupils adheres to that of our code of behaviour. The posting of inappropriate or offensive behaviour will necessitate the reporting of such behaviour to the school authorities and if necessary, the Gardai. It may also result in the online classes being suspended.

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the schools Internet resources in a safe and effective manner.

APPENDIX 6:

Policy regarding the use of ICT/Assistive Technology in Special Education

INTRODUCTION

Information Communication Technology(ICT) can have an exponential impact on education for pupils with special education needs(SEN). It enhances their access to the curriculum, enable them to improve the presentation of their work and heightens motivation levels, ensuring significantly higher achievements. It is therefore important that teaches and pupils in St. Paul's N.S. gain the appropriate skills, knowledge and understanding of ICT in order to optimise learning potential for pupils with SEN. It is envisaged that ICT be used in any subject where it is appropriate and is a viable support to the pupil's learning. The assistive technology provided to pupils can be in the form of a laptop computer.

RULES FOR USE

1. As per the Department of Education and Skills (DES) Circular (No 0010/2013 Scheme of grants towards the purchase of essential assistive technology equipment for pupils with physical or communicative disabilities, available on www.education.ie), assistive technology issued by the DES is the property of the Des. Should a pupil transfer to a new school then the principal of the new school must apply in writing to St. Paul's N.S. for the device to be transferred for use by the pupil in the new school.

2. Parents/Guardians of each pupil who as granted access to assistive technology must sign a copy of the Assistive Technology Use Parental/Guardian Agreement Form (Appendix 7) and agree to the school's terms of use
3. Written notification will be issued to the parents/guardians of each pupil who is granted access to assistive technology. Permission to bring assistive technology off the school campus for the purpose of completing homework will be reviewed by the SEN Department and Management on a n individual basis.
4. Pupils providing their own device(s) must show due care to have anti-virus software protection installed and updated as required.
5. There is a limit to how much printing the school can provide for pupils using assistive technology and this is at the discretion of the Sen Department and School Management. No homework will be printed using the school's resources.
6. Class teachers will be notified by the SEN Department of all pupils using assistive technology so they can determine, in conjunction with the pupil, Special Needs Assistant (where applicable) and the SEN Department, how the technology can be used.

HOW LAPTOPS/IPADS /ASSISTIVE TECHNOLOGY ARE TO BE USED

1. Permission for the pupil to use assistive technology will only be granted by the SEN Department on receipt of a signed copy of the Parent/Guardian Procedure for Use of Assistive Technology Form.
2. All school laptops must have antivirus software installed. The school will undertake to update the antivirus software when required. The pupils must not tamper with this, or any other, software installed by St. Paul's N.S.
3. Careful storage of all technology is required for safe keeping and due care must be shown to prevent unnecessary damage to devices, e.g., laptop must be stored in a protective case and put into locked storage when not being used.
4. The pupil must endeavour to not do untoward damage to the assistive technology. They should treat it safely and respectfully. No food or drink should be consumed when using the equipment. Similarly, the identifying labels for each piece of technology must not be removed.
5. When the device/equipment is not in use on the school property, the assistive technology should be stored in a safe space.
6. It is the responsibility of the pupil and parent to ensure that their laptop is charged at home and has a full battery while in school.
7. All assistive technology must be carried between classes and between school and home by the pupil in a suitable protective carry case. It is the responsibility of the pupil or their parents/guardians to fund the cost of a carry case if one was not granted with the technology by the DES.

APPENDIX 7:



USE OF ASSISTIVE TECHNOLOGY – PARENTAL/GUARDIAN AGREEMENT FORM

Date _____

Dear Parent/Guardian

Name of Pupil : _____ Class _____

Your child has been granted access to the following assistive technology by the Department of Education and Skills :

Your child has ;

a) Been given access to assistive technology for use at school and at home

or

b) Been given access to assistive technology for use at school only

Assistive technology is expensive and there can be significant costs relating to upkeep, repair or replacement. Please read the following. If agreeing to it please sign and return it to the SEN Department. Access to the technology will be granted to your child on receipts of this completed form.

1. The assistive technology is the property of the school and remains so for the duration that your child is in the school. Should your child leave the school, the technology is returned to the possession of St. Paul's N.S. When the technology, specifically laptops, is returned to the school at the end of use, there should be no personal information stored on it. The school will take no responsibility for deleting personal files. Your child's new school may apply in writing to have the device transferred to the new school.
2. The cost of rectifying any damage or loss of the technology must be borne by Parent/Guardian. Please inform the school immediately if the technology is lost or damaged.
3. Repairs to assistive technology must be undertaken by the school's IT provider, Parents/Guardian must not engage with any other IT service provider.
4. The technology should be solely used by the pupil and for the purposes of school work. No other individuals in the home should have cause to use it.

5. Homework, if completed on a laptop, must be printed at home or emailed directly to the teacher.
6. All laptops must have antivirus software installed. The school will be undertake to update the antivirus software when required. The pupils must not tamper with this or any other , software installed by St. Paul's N.S.
7. The identifier labels on the equipment should never be removed.
8. Specific classes will be dedicated to support pupils in the use of their assistive technology. However, parents and pupils re responsible for developing and maintaining typing skills.
9. We ask that parents/guardians monitor carefully the use of laptops while in the home. They should be used mainly to enhance typing skills nad assist with homework, Internet usage should be kept to a minimum and directly related to school activities.
10. When assistive technology is not in use on the school campus, it is to be securely stored and locked in a specific storage area designated by the SEN Department.
11. Laptops are to be charged every evening at home to ensure laptops can be used throughout the school day and avoid a pupil being without a laptop should it have to be charged.
12. If you need to supplement technology funded by the DES, you may be entitled to claim tax (VAT currently approx 23%) back on assistive technology devices /software and hardware required to use it. More information on the process is available at www.citizensinformation.ie

Please feel free to contact the school if you wish to discuss the use of assistive technology.
Please complete the agreement attached and return it to the Principal.
Once the completed agreement is returned to the school, your son/daughter will be granted access to the technology.

Yours Sincerely

John Tuohy Principal

Mary Dalton Deputy Principal SEN Co-ordinator

APPENDIX 8:

Parental and Pupil Consent for borrowing school technology for use at home (Distance Learning)

I agree to follow the school's Acceptable Use Policy on the loan of School Technological devices. Following the rules, I will ensure to return the device and all its components including lead/plug in good working order and in the condition, it was received. I take responsibility for any damage or misuse of this device.

Pupil's Signature _____

Parent/Guardian Signature _____

Date _____