

SCOIL MHUIRE



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Acceptable Use Policy (AUP) for Chromebooks

Scoil Mhuire

2024/25

Introduction:

At Scoil Mhuire, we are committed to providing a dynamic and engaging learning environment that equips our students for success in the 21st century. As part of this commitment, we are excited to introduce a 1:1 Chromebook program. We want to thank parents and guardians for partnering with us in this exciting initiative.

This Acceptable Use Policy (AUP) outlines the expectations for using Chromebooks owned by first-year students. These Chromebooks are valuable tools designed to enhance the learning experience. Responsible use is essential to ensure a safe and productive learning environment for everyone.

Chromebook Acquisition:

- To ensure compatibility and functionality within our network, Chromebooks must be purchased from the school's approved vendor: **JJs Appliances**.
- Payments for Chromebooks will be made directly to the school. **Upon receipt of payment and acceptance of this policy**, the school will issue an official receipt.
- Chromebooks can then be picked up from **JJs Appliances** upon presentation of the receipt from **August 12th to 23rd**.

Student Responsibilities:

- **Care and Condition:** You are solely responsible for the care and condition of your Chromebook. This includes handling it with care, avoiding damage (including dents!), and following proper storage procedures as outlined below.
- **Operating System:** You are not permitted to modify the Chromebook's operating system or attempt to install unauthorised software.
- **School Software:** The school will install software on your Chromebook for two main purposes:
 - **App Deployment Software:** This software will allow the school to easily and quickly deploy applications to all student Chromebooks from the Google Admin

panel. This ensures everyone has the necessary educational tools for their studies at their fingertips.

- **Monitoring Software:** The school will also install monitoring software to enable teachers to monitor student activity within their class during class periods. This software is for educational purposes only and helps ensure the functionality, appropriate use, and safety of your Chromebook within the classroom environment.
- **Safe Storage:** When not in use during class time, your Chromebooks should be securely stored in your designated student locker during break times and lunch times. It is not acceptable to use Chromebooks at lunchtime unless specifically allowed by a teacher who will be supervising and charging them during this time.
- **Screen Care:** The Chromebook screen is a delicate component. Use a soft, lint-free cloth to carefully clean the screen. Never apply pressure or use any cleaning solutions directly on the screen.
- **Charging:** Students are responsible for bringing their Chromebooks to school each day fully charged.
- **Replacement Chromebooks:** In the event that a Chromebook needs to be replaced, it's essential to contact the ICT coordinator to ensure compatibility. Replacing a Chromebook will require the purchase of a new management licence (not transferable).

School Hours and Use:

- **Times of Use:** You may use your Chromebook during class time as instructed by your teachers. Outside of class, responsible use may be permitted in designated areas with teacher approval.
- **Appropriate Use:** You are expected to use your Chromebook for educational purposes only. This includes accessing school resources, completing assignments, and collaborating with classmates on projects. Inappropriate use includes, but is not limited to, online games, social media access (unless for approved educational purposes), and accessing inappropriate content.

Teachers and Chromebook Use:

Teachers are the sole educators in their classrooms and have the autonomy to determine appropriate Chromebook use within the context of their specific lessons and learning activities.

School Inspection Rights:

The school reserves the right to periodically inspect Chromebooks for the following reasons:

- To ensure the Chromebook is functioning properly with the installed school software.
- To investigate potential violations of this AUP, including inappropriate content, search history, or software installations.

Parental Responsibility:

Parents and guardians are responsible for monitoring their students' use of Chromebooks at home. This includes ensuring internet safety and appropriate online behaviour.

Wireless Connectivity:

The school will provide access to Wi-Fi within the school building. However, the school cannot guarantee Wi-Fi availability at all times.

Ethical Use:

- **Research:** When using your Chromebook for research, ensure you are citing sources ethically and responsibly. Plagiarism will not be tolerated.
- **Project Work:** All work completed on your Chromebook should be your own or properly attributed to collaborators and sources.

Acceptable Use:

- You are prohibited from using your Chromebook for any illegal activity, including but not limited to:
 - Recording of students or staff.
 - Engaging in cyberbullying or harassment.
 - Violating the privacy of others.
 - Accessing or promoting illegal content.

Security:

- **Keep it yours, keep it safe:** Your Chromebook is a valuable tool containing your schoolwork and personal information. To protect both, don't share your Chromebook with anyone. Lending it out increases the risk of accidental damage.
- **Passwords are private:** Sharing your password is like giving someone your house key. Don't share your Chromebook password with anyone. This keeps your work, emails, and other information secure.
- **Be Wary of Phishing Attempts:** Don't click on links or attachments in emails or messages from unknown senders or sources you don't recognise. These could be phishing attempts designed to steal your personal information or infect your Chromebook with malware. If you're unsure about an email's legitimacy, it's always best to err on the side of caution and delete it.

Acceptable Use

The use of a Chromebook in school is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates and or the User Terms and Conditions named in this policy, privileges may be suspended, access to the school's other technology resources denied, and the appropriate disciplinary action shall be applied. The Scoil Mhuire Code of Behaviour shall be applied to student infractions. Violations may result in disciplinary actions up to and including suspension/ exclusion for students. If applicable, law enforcement agencies may be involved.