



Ardee Community School

Bring Your Own Device (BYOD) Acceptable Use Policy (AUP).

BYOD Parent/Student AUP

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 centred 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 and parents wishing to participate in the BYOD programme must accept the responsibilities stated in the BYOD Acceptable Use Policy (AUP) as outlined below.

Types of mobile devices allowed under this policy:

For the purpose of this program, a 'mobile device' refers to a pupil/student owned device such as a tablet, laptop, netbook, iPod touch, or suitable smart phone. 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 accept this AUP.
2. A parent /guardian of the student must also read and accept this AUP.
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/parents/guardians are responsible for their devices, including any breakages, costs of repair, or replacement.
5. The school reserves the right to inspect or monitor student mobile devices during school hours.
6. 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. Where a breach of this AUP occurs, a teacher may request that the student hand up their mobile device. Students must comply with this request. Mobile phones will then be collectable by a parent/guardian from the school office after school.
7. During school hours students are allowed use their device for learning related activities only and only when requested to by their teacher. At all other times until the school day finishes the device should not be seen or heard.
8. Students will comply with teachers' requests regarding use of devices during school hours, and classes.
9. 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.

10. Students may not use the devices to record, transmit or post photos or video of other teachers or students. No images or video recorded at school can be transmitted or posted at any time without the permission of their teachers.
11. Student 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.
12. The school reserves the right to change the AUP in line with overall schools policy.
13. Students using their device contrary to this AUP will be dealt with under the schools Code of Positive Behaviour.

Remote Learning:

During any period where a student is engaged in remote learning, during term time and/or as scheduled by Ardee Community School the student must abide by the following terms. The following terms relate to both the student use of their own device and the student use of a device supplied by the school:

1. Information will be sent to students from their teachers which will allow them to enter their live online lessons. Students should under no circumstances share a link, or any other information, which would allow another person (whether they are an ACS student or an external party) to access live online lessons. Any student who enters an ACS lesson, to which they are not invited, or who enables other persons to do so, will be in serious breach of the schools AUP.
2. Teachers will share recorded material and recorded lessons/clips to students in their class. Students should under no circumstances share any information, which would allow another person (whether they are an ACS student or an external party) to access these recordings. Any student who enables another person to access this content will be in serious breach of the schools AUP.
3. Students are not permitted to record any lesson, on any device which they have in their possession, during a live lesson. Any recording and/or sharing of a recording of others will be a serious breach of the AUP.
4. Students must keep their email/Teams passwords secure and not share them with others under any circumstances. Students are not permitted to access the TEAMS / email account of others.
5. Students must choose a location for their live online lessons where they will be least interrupted. Students must remain in a sitting position and have the camera on their head and shoulders when the camera is on. Students should check their background when they turn on their meeting/camera to ensure that the privacy of their household is preserved to the satisfaction of their parent/guardian/themselves.
6. Live lessons will be recorded by the teacher, this includes break-out-rooms where they occur. Students have a right to turn off their camera and mic for the duration of a recording and should do so if they wish. Students should maintain their participation in the live lesson using the chat function.
7. Online communications using email/chat function must be appropriate. Personal conversations should not be held in public areas of the school platform. Communications should be positive, respectful and focused on learning. Offensive or inappropriate use of these functions will be dealt with under the schools Code of Positive Behaviour. Students must report any inappropriate / offensive communications which they are aware of.

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

Pupil/Student Name: _____ (in capitals)

Pupil/Student signature: _____ Date: _____

As Parent/Guardian I understand that my child accepts the responsibilities outlined in the BYOD AUP. I have discussed the AUP with them and we both understand own responsibilities.

Parent/Guardian Name: _____ (in capitals)

Parent/Guardian signature: _____

Date: _____

**** DO NOT RETURN SIGNED FORMS TO THE SCHOOL. Due to issues around the handling of paperwork during COVID acceptance of this policy will be by opt-out, therefore if you do not wish to accept the policy please contact the school at info@ardeecs.ie to inform the school of this. (If you and your child are accepting the terms of this AUP there is no need to contact us to let us know.) ****

Ratified by the Board of Management on: _____