

Ardscoil na Tríonóide

Acceptable Use Policy



Mission Statement of Ardscoil na Tríonóide

Ardscoil na Tríonóide is inspired by the educational vision of the Venerable Catherine McAuley and the Blessed Edmund Ignatius Rice. It exists to provide a centre of learning where Christian values underpin and pervade all activities, where each member of the school community is cherished and respected.

In Ardscoil na Tríonóide, emphasis is placed on the moral and spiritual formation of students along with their intellectual, social and physical development. Students are encouraged to strive towards academic excellence.

This school community advocates, and will develop a strong sense of social justice. It is intended that the experience of education in Ardscoil na Tríonóide will be happy and creative, enabling each participant to strive to fulfil his/her potential.

1. Introduction

This Acceptable Use Policy (AUP) applies to students who have access to and are users of digital technology and Internet facilities in Ardscoil na Tríonóide.

It also applies to members of staff, volunteers, parents, carers and others who access the internet and/or digital technology provided by Ardscoil na Tríonóide.

The aim of this Acceptable Use Policy (AUP) is to ensure that students will benefit from learning opportunities offered by the school's digital technology resources in a safe and effective manner. These resources include email accounts and apps accessible via the school's online learning platform (Google Classroom & Office 365 where offered). This policy also refers to the use of school devices, 1:1 devices and personal devices, online classes, blended learning and all digital communication between students, teachers and others.

Ardscoil na Tríonóide endeavours to educate students and staff on the safe and ethical use of digital technology. Digital technology, internet use and access are considered school resources and a privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Code of Behaviour – will be imposed.

2. Digital Devices Supplied by the School

The school provides various digital technology to students and teachers, including but not limited to the following:

- Classroom Computers
- School Computer Rooms
- Language Lab Computers
- DCG Room Computers
- Room 1 (LCA Room) Computers
- Sets of Samsung and iPad Tablets
- Sets of Chromebooks in trolleys

Any and all use of digital technology provided by the school and student 1:1 devices is subject to this Acceptable Use Policy.

- Students may only use Chromebooks provided to them by a teacher. Students do not have permission to remove a Chromebook from the trolley unless retrieving a set that has been booked by their teacher. Individual Chromebooks should not be taken by students from the trolley under any circumstances unless permission has been received from the Deputy Principal, Principal or relevant post holder.
- Staff are permitted to use their own digital devices (e.g. tablets, laptops, Chromebook) for the purpose of school work. Staff are subject to this Acceptable Use Policy while conducting any school work on their personal devices, whether on or off school premises. Staff must use their school account to save school related data.
- In rare cases, students may be permitted to use a personal device such as a tablet, laptop or Chromebook in school. Students will be advised and given permission in advance for use of a personal device and should not bring one to school unless given prior notice to do so by a member of staff. Students are subject to the Acceptable Use Policy at all times while using a personal device or 1:1 devices on school premises.
- Students who have been permitted to use a personal device (tablet or laptop) or 1:1 devices for school work must only use these devices during class time and under the supervision of a member of staff. It is not permitted to use these devices at lunch times, break times or in between classes.
- Personal devices (including Mobile Phones) must be switched off and stored in students' lockers at all times while on school premises. Students are not permitted to have mobile phones in their bag or on their person during school time, including break times. *(Please refer to Mobile Phone Policy)*
- Students are subject to the Acceptable Use Policy while conducting any school work, school collaboration or using their Ardscoil Google Workspace account on their personal device while off the school premises.

3. Internet & School Network

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Instruction and support for Internet Safety will be delivered in various modes, including but not limited to the following:

- First Year Digital Literacy Module
- SPHE class
- Tutor Time
- TY Technology & Wellbeing Modules
- Staff CPD
- School awareness campaigns by the Wellbeing Team
- Parent Workshops and Information events
- Ardscoil Website and Newsletter

The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These include:

- The School Internet facilities may be used for educational purposes only.
- Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

- Students will not download, send, receive or post on a device, World Wide Web or network, any material that is illegal, obscene and/ or defamatory or that is intended to annoy, threaten, hurt, or intimidate another person.
- Students and staff must not disclose passwords or log on codes to persons who are not allowed to use them. Anyone who becomes aware of such a breach of security must inform the ICT/Digital Strategy post holders or the school authorities immediately. Failure to do so makes them an accessory to the breach.
- Students or staff may not use the school digital technology facilities for business activities or financial transactions of any kind except as part of a school authorised activity where students are supervised by a teacher.
- Students are only allowed to use digital technology with the permission of a teacher or persons appointed by the school authorities to supervise computer facilities. Networks and devices are managed and filtered and where possible the students use the devices under supervision in a classroom environment.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' internet or digital technology usage.
- Students and staff will be made aware of the importance of internet and digital technology safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of memory sticks, DVDs or other digital storage media in school, requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students must never disclose or publicise personal information online or on school devices.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored by the Network Administrator for unusual activity, security and/or network management reasons.
- Students will not tamper with the school's software or attempt to jailbreak it. Students must not interfere with school ICT systems or attempt to bypass school restrictions.

- No student may upload content to YouTube, Vimeo, Snapchat or any other social media or video hosting platform of themselves and/or other students while on school grounds, on school trips and/or in school uniform.
- Internet use is monitored regularly by the Network Administrator. Accessing chat rooms/facilities, instant messaging, social networking sites and blogs are not permitted.
- Sending nuisance messages on any device while on school premises, or at any time while using school email is a direct breach of the school's Acceptable Use Policy. Cyberbullying is a serious breach of the school's Bí Cineálta Policy, the Acceptable Use Policy and the school's Code of Behaviour.

4. Communication

Students and Staff will be provided with Google Workspace accounts with a username under the Ardscoil domain and a password. This is the school approved account that students and staff must use for educational purposes only. Individuals must keep their password private. Google Accounts may only be accessed by the owner or the Principal/Network Administrator with the permission of the Principal in the event of a breach of this policy and only if absolutely required.

Students may use their school Gmail account for the purpose of school work and school activities only.

Students must conduct all of their school work, projects, assignments and collaborations using their Ardscoil Google account, no school work should be carried out using a personal email or other digital account.

Students must not use their own personal email account when on school premises or using the school network.

Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.

Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.

Students should report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

Students will not forward email messages or screenshots of emails or "reply all" without the permission of the originator.

Student email and Google accounts will be suspended and deleted one month after leaving the school or in the case of Leaving Certificate students at the end of the September following their state examinations. It is the responsibility of students to migrate their data to an alternative account before that date.

Staff email and Google accounts will be suspended and deleted three months after the end of their employment in the school. Resources previously made available to students through Google

Classroom should be shared with the teacher who has taken over the class before a staff account can be deleted to ensure that students continue to have access to these resources designed and provided for them. This only applies in the case of classes that remain live on the timetable. Former members of staff will be given one month's notice of intended deletion of their school account by means of an email to their school email account.

5. Social Media

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of our school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, microblogs such as X, chatrooms, forums, podcasts, open access online encyclopaedias such as Wikipedia, social bookmarking sites such as del.icio.us and content sharing sites such as flickr and YouTube. The internet is a fast moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in Ardscoil na Tríonóide:

- Staff and students must not use social media and the Internet in any way to harass, insult, abuse or defame students, their family members, staff or others.
- Staff and students must not discuss personal information about students, staff and other members of the Ardscoil na Tríonóide community on social media.
- Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.
- Staff and students must not engage in activities involving social media which might bring Ardscoil na Tríonóide into disrepute.
- Staff and students must not represent on any social medium or through email their personal views as those of Ardscoil na Tríonóide.
- Students will be provided with guidance on etiquette regarding social media through SPHE class and Tutor Time.
- Social media accounts using or referencing the school name and/or using the school crest are not permitted unless authorised by the Principal. The school has two authorised social media accounts only - one Facebook and one Instagram.

Teachers can read further information about the use of Social Media and Electronic Communication here: [The Teaching Council](#)

6. School Website

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web. The publication of student work will be coordinated by a teacher subject to parental acceptance of school policies relating to the same.

7. Inappropriate Activities

- Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination
- Promotion of racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Using school systems to run a private business
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gaming
- Online gambling
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- Any other activity considered questionable

8. Personal Devices (Any digital devices capable of recording audio or video or storing or manipulating data)

Internet enabled devices, other than school 1:1 devices are **not** permitted, subject to the following exceptions:

- The school recognises that smartwatches are internet enabled devices, however students are not permitted to use the connectivity functions of smartwatches or any other wearable device in a classroom setting.

- In situations where a student receives a notification on their smart watch during class time or uses any application on their smartwatch/wearable that undermines the integrity of the education process, this will be dealt with under the school's Mobile Phone Policy.
- Smart watches/wearable devices are not permitted in state exams.

9. Student 1:1 Chromebook devices

Students using personal 1:1 Chromebook devices (Olive for Education managed devices) in school should follow the rules set out in this Acceptable Use Policy and also the schools 1:1 Chromebook Policy attached in the appendix of this document, in the same way as if they were using school equipment.

To ensure a safe and focused educational environment, all 1:1 Chromebooks are centrally managed by Ardscoil na Tríonóide and Olive for Education via the Google Admin Console. This management includes active content filtering and web restrictions that remain in effect at all times, regardless of location. The school manages the forced installation of educational applications, remote monitoring, and automatic security updates.

Students are provided with full access to Google Workspace for Education but are strictly prohibited from altering the device's operating environment. This includes a ban on installing unauthorized software or extensions or bypassing security systems.

Students are responsible for the safety of their device at all times and the chromebooks should never be left in the school overnight.

10. ePortfolios

Student school accounts are hosted by Google and as such each student has access to associated Google Applications including Google Drive and Google Classroom. Student digital work completed for the purposes of school or assessment must be saved in their Google Drive account. In some instances, as directed by the teacher, a Google Classroom site may be used. A teacher can request to view and assess elements of a student's ePortfolio. Neither the teacher or the school will be responsible for work that has been incorrectly saved or deleted by the student.

11. Assessment

School devices and school Google accounts may be used by students for the purposes of assessment including Classroom Based Assessment and State Examination coursework under the supervision of the teacher. Students must use their Google account and Google Drive for completing and storing the student's own materials, resources and assessments.

12. Audio, Images and Video

Students may not take photos, videos, audio or any type of recording on school premises unless it is for the purpose of school work, with the prior approval of a member of staff and under the supervision of a member of staff.

Care should be taken when capturing audio, photographic or video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At Ardscoil na Tríonóide students must not record audio or take, use, share, publish or distribute images of others without their permission.

On admission to school, permission will be obtained from parents/guardians to share images of students that may be published (Print media, Social Media, Website or similar)

Sharing explicit images and in particular explicit images of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Students must not share audio, images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

13. Artificial Intelligence (AI)

- Ardscoil na Tríonóide recognises the potential benefits and challenges of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.
- Ardscoil na Tríonóide will endeavour to provide and will support training and professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.
- The selection of AI tools and technologies in Ardscoil na Tríonóide aligns with educational goals, including supporting student agency and promoting critical thinking.
- AI technologies are integrated into the curriculum to enhance student outcomes and experiences where appropriate.
- Ardscoil na Tríonóide will make necessary adjustments to our school's adoption and integration of AI based on review and feedback.
- A regular review of the impact of AI on learning outcomes is to be conducted to ensure continuous improvement.
- School staff and students receive training on the ethical use of AI technologies, including understanding data privacy, identifying biases, and verifying AI-generated information.
- Entering personal, sensitive, or confidential data into any AI system is strictly prohibited.
- Students will not create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Staff and students must not use AI in any way to harass, insult, abuse or defame students, their family members, staff, other members of the Ardscoil na Tríonóide community
- Staff and students must not engage in activities involving AI generated material which might bring Ardscoil na Tríonóide into disrepute.
- Ardscoil na Tríonóide promotes digital literacy and critical thinking skills to help students understand AI, its implications, and responsible usage. This includes data literacy, verification of AI-generated information, and recognising potential biases in AI tools.
- AI systems used in Ardscoil na Tríonóide ensure fairness, transparency, and accountability in decision-making processes.
- If AI is used for research students must factcheck, verify sources, attribute sources and reference correctly.

- The use of Artificial Intelligence to generate content and misrepresent it as a student's own original work or independent thought is strictly prohibited.
- Students will attribute AI text and images when used.
- Teachers will attribute AI text and images when used.
- Students must comply fully with all rules in relation to the use of AI as set out by the State Exams Commission in relation to the submission of work in relation to Junior Cycle, Leaving Certificate Applied and Senior Cycle.

14. Cyberbullying

In accordance with the Department of Education Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools, Ardscoil na Tríonóide considers that posting a once-off offensive or hurtful public message, image, video or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyberbullying. For example, negative comments in text messages, online posts or images about a person's sexuality, gender, race, nationality or appearance.

Access to technology means that cyberbullying can happen around the clock and the student's home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

When using the internet students, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.

Measures are taken by Ardscoil na Tríonóide to ensure that staff and students are aware that bullying is defined as targeted behaviour, online or offline, that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. Posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

The prevention of cyberbullying is an integral part of the Bí Cineálta Policy of our school.

In accordance with the Department of Education Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; Ardscoil na Tríonóide considers that a

school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, schools should deal with it in accordance with their Bí Cineálta policy.

15. Blended and Online Learning

With the increase in Distance and Blending Learning in our schools and the significant increase in the use of technology to continue learning when there is a disruption to normal school attendance, the following section has been added to our Acceptable Use Policy:

- Google for Education is the digital platform employed by the school.
- All staff and students are provided with an “@ardscoil.ie” Google account.
- Staff and students must use their “@ardscoil.ie” account to engage in distance learning. No other accounts may be used to engage in distance learning or for communication between staff, students and/or parents.
- The suite of applications that will primarily be used to deliver distance learning are those offered on the Google platform, which include but are not limited to:
 - Google Classroom
 - Google Meet (In some cases teachers may use Zoom for online classes)
 - Google Mail
 - Google Docs
 - Google Slides
- Google apps and utilities, operated within the school platform, should be the preferred option for all students and staff.
- In the event that teachers use other applications not provided by Google, students and staff must, in all cases, use their “@ardscoil.ie” Google account to log in.
- Staff who are using their personal device for distance teaching and learning will use strong passwords and suitable levels of encryption.
- Staff should ensure they log out of their Ardscoil account and lock their devices when not in use.
- Staff should use their Ardscoil Google account to store any school related records.
- Only necessary and appropriate student records should be retained e.g. student work
- Students’ personal information is available on VSware and should not be retained on staff devices
- Communication between students and teachers should be during school hours only.

For Online classes:

- Attendance will be recorded during online live classes.
- Students will not be permitted to share screens without the permission of the teacher.
- Staff and students will use Google Meet settings to ensure that the student’s microphone is muted upon joining the classroom. Students should only unmute their microphone when invited by the teacher to contribute.
- Participants must use appropriate language at all times.
- Participants must not take images or record videos during online classes under any circumstances.
- Participants must wear appropriate dress.
- Participants must be identifiable on screen and must ensure backgrounds of video are neutral (blurred if possible).
- Students must not join an online session for a class they do not belong to.
- Students must be prepared for each online class.
- Students login to their Google account every day and check for messages and updates from teachers.

If a student is unable to join an online class due to technical reasons they should notify the IT co-ordinator or the class teacher. If a student is not engaging with online learning the following will apply:

1. Teacher will contact the student via email or messaging.
2. Teacher will contact the student's Year Head.
3. Year Head will contact the student, parent or guardian.

The following behaviour will not be tolerated under any circumstances and will be regarded as a serious breach of the Code of Behaviour:

- A student knowingly joining an online lesson for a class they do not belong to.
- A student attempting to disguise their identity during an online class or using an inappropriate username.
- A student causing disruption to an online class or engaging in disrespectful behaviour.
- Capture/distribution of any image or video from an online class.
- Sending private messages through chat functions available on video conferencing platforms or through any other chat, messaging or social media to members of the online class which is not related to the learning and/or may cause harm or offence.

Blended Learning (when schools are open)

- Students who feel fit for learning activities however are unable to attend school because they are self-isolating due to Covid-19 should participate in blended learning to the best of their ability.
- Students should check Google Classroom for updates on class progress, learning materials, homework and assignments.
- Many teachers continue to use Google Classroom to provide learning materials and homework assignments for their classes.
- Students should submit homework and assignments through Google Classroom as requested by their teacher.

16. Legislation

The school will encourage staff, parents and students to familiarise themselves with the following legislation relating to the use of the internet:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988
- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

17. Sanctions

Misuse of the Internet and digital technologies are regarded as a breach of the school's Code of Behaviour and/or Bí Cineálta Policy. Appropriate sanctions will be imposed. The school also reserves the right to report any illegal activities to the appropriate authorities including An Garda Síochána.

18. Parental Agreement and Parental Permission

On accepting an offer of a school place in Ardscoil na Tríonóide, a parent/guardian and the student must agree to the following:

My child and I agree to follow the school's Code of Behaviour, Mobile Phone Policy, Acceptable Use Policy on the use of the internet and school devices and all other relevant school policies. Current school policies can be found on our school website. (Please refer to page 8 on our Admission Policy for clarification if required)

I and my child agree ☐

Ardscoil na Tríonóide use Google Workspace for Education as our main digital learning platform. There are Additional Google Services that the school enables for users under the age of 18 (examples of Additional Google Services include but are not limited to Google Earth, Google Maps, Google Search and Assistant, You Tube). Do you consent to your child using Additional Google Services through their school Google account for educational purposes?

Yes ☐ No ☐

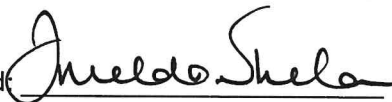
Child protection guidelines require us to seek your permission to use photographs of your son/daughter in school publications, newspapers, school websites, or other publicity associated with school events and activities. On occasion, if the school deems it appropriate, your son/daughter's schoolwork may be chosen for inclusion on our school website, school app, print media or other publicity associated with school events and activities. Does Ardscoil na Tríonóide Secondary School have your permission to use pictures/photos of your son/daughter as outlined?

Yes ☐ No ☐

Adoption of Policy

This policy was adopted by the Board of Management on 16th June 2026.

Signed: 
Chairperson

Signed: 
Principal

Appendix 1.

1:1 Chromebook Device Policy

Policy Purpose and Procurement

This policy governs the operation of the 1:1 Chromebook programme at Ardscoil na Tríonóide, an initiative designed to support the school's Digital Strategy, enhance personalised learning and foster 21st-century digital literacy. While parents or guardians of incoming Fifth Year students purchase the device and retain ownership of the hardware through our partner, Olive for Education, the use of the Chromebook is bound by the terms of this policy and also bound by the school's **Acceptable Use Policy (AUP)**, **Code of Behaviour** and **Bí Cineálta** policies. All these policies are available on our school website.

Parents will receive a purchasing link prior to the commencement of the school year. Devices will be distributed at the beginning of the term, at which point students must attend information and training sessions regarding the initial setup and use of the equipment.

Device Management, Security, and Software

To ensure a safe and focused educational environment, all Chromebooks are centrally managed by Ardscoil na Tríonóide and Olive for Education via the Google Admin Console. This management includes active content filtering and web restrictions that remain in effect at all times, regardless of location. The school manages the forced installation of educational applications, remote monitoring, and automatic security updates.

Students are provided with full access to Google Workspace for Education but are strictly prohibited from altering the device's operating environment. This includes a ban on installing unauthorized software or extensions or bypassing security systems.

Student Responsibilities: Care and Usage

Students are responsible for the daily care, maintenance, and security of their specific device. This includes the mandatory requirement of bringing the Chromebook to school fully charged every day. Physically, the device must be treated with extreme care; it must be transported exclusively in its protective case and ideally within a padded schoolbag, cords should be inserted and removed gently, and the screen should be cleaned only with a soft cloth. The stylus must be secured in its designated slot when not in use and never left loose in bags.

Students are not permitted to use their Chromebooks before school, during lunch and break time hours. This is to encourage a culture of social engagement. At breaktimes/lunchtimes Chromebooks must be safely locked in the student's locker. Also, if a student is going on a match/trip or leaving the school building then their Chromebook must be safely locked in their locker. Chromebooks should not be left overnight in school.

Academically, students are expected to check Google Classroom for notifications and ensure all work is saved to Google Drive. From a security standpoint, students must keep their passwords confidential and ensure no other student is granted access to their device.

Technical Support, Repairs, and Insurance

In the event of technical issues, students should first report to the Digital Coordinator (Mr Reeves), as minor software problems can often be resolved within the school. However, students and parents must avoid attempting self-repair on hardware issues. If a device requires physical repair, the parent or guardian is responsible for logging the issue directly with Olive for Education as follows.

1. To request a repair, parents should either submit a ticket to info@oliveforeducation.ie or scan the QR code on their child's laptop.
2. Olive for Education (OFE) may offer troubleshooting advice based on the reported issue.
3. OFE will inform the school about the repair request and arrange a date to collect the laptop from the school.
4. OFE will call the parent to confirm packaging instructions and ask them to leave the laptop at the school reception for pickup.
5. The laptop will be picked up from the school and sent to the Galway repair centre.

During the repair period, the school will provide a loan Chromebook device if one is available. It is important to note that if the loan Chromebook is lost/stolen while in the student's possession, the student and parent/guardian are liable for the cost of replacement. Regarding the student's own Chromebook, parents are strongly advised to add the Chromebook to their home insurance policy, as the Olive for Education 5 year Device Warranty with Accidental Damage Cover does not insure these devices against theft or loss and other situations as outlined below.

Olive for Education 5 Year Device Warranty with Accidental Damage Cover

What is covered?

Hardware and software concerns, Device drops, Cracked screens, Spills and water damage

What is not covered?

Loss or theft, Damage caused by fire, floods, or natural disasters, Intentional damage

Parental Role and Monitoring

While the school manages the digital environment during school hours, the responsibility for monitoring appropriate usage, screen time, and device care falls to parents and guardians outside of school hours. Parents should regularly discuss online safety with their children and ensure the device is being charged nightly. Any significant concerns regarding the device or its usage should be communicated to the school immediately.