

## Old Bawn CS AUP Review

The aim of this Acceptable Usage Policy (AUP) is to ensure that the school community of Old Bawn Community School have the opportunity to benefit from the Digital Teaching and Learning resources provided by the school in a safe and effective manner. It is recognised that alongside the opportunities that Digital Teaching and Learning provides, there are also potential risks. This AUP will provide a blueprint for how the school community will engage with Digital Teaching and Learning. Breaches of the AUP will result in sanctions as per the Good Behaviour Code of Old Bawn Community School.

This AUP will be revised and updated in May 2024.

Please read carefully before signing this document.

This document should be read in conjunction with:

- Old Bawn Community Schools mission statement
- Acceptable Usage Policy
- Admissions Policy
- Anti-Bullying Policy
- Child safeguarding and risk assessment policy
- Code of Good Behaviour

And any other relevant policy, all of which are available on our school website, [oldbawncs.ie](http://oldbawncs.ie).

Devices for use in Old Bawn Community School:

- All devices for school must be purchased through Wriggle.
- Student devices will be set up with Windows, managed by our partner Wriggle. The devices should have Teams, One Note and E-Books downloaded and set up at the beginning of the school year. Students in 1<sup>st</sup> year will be provided with training during their induction.
- Mobile phones and other electronic devices should be out of sight for the duration of the school day. Students do not have permission to use mobile phones during school hours (8:00 – 16:00) on the school premises. If they need to contact a parent/guardian, they must use the main office. Please see Appendix 1.
- Wearable technology such as smart watches must be used appropriately while in school.
- Ear pods are not permitted in school.

Roles & Responsibilities:

Students should:

<b>Action</b>	<b>How to</b>	<b>Why?</b>
Arrive to school with their device fully charged.	Each evening, after homework, plug in the device to charge. Remember to plug out when fully charged.	In order to sit in the correct seat as assigned, a charging point may not be available. Without a charged device you may not be able to fully participate in class.
Have their device charger in their bag.	When packing your bag at night, ensure that the charger goes into a specific part of the bag. Check before leaving for school each morning.	If the battery is running low, you will be able to charge the device in a Deputy Principal's office during lunchtime.
Have their device with them for every class.	Always make sure the device is in your school bag, especially leaving each classroom.	Without your device you will not be able to access your class materials
Update their device regularly.	Search on taskbar>Check for updates> Install Now	Updating your device ensures that it runs properly and that you have full access to all educational apps used in OBCS.
Preserve the battery of the device during break times.	Put your device away and chat with friends.	To make sure that there is sufficient battery for the afternoon classes.
Adhere to the Code of Good Behaviour while using their device.	Remind yourself of the core behaviours expected of students in Old Bawn.	To ensure that all students can learn and that teachers can facilitate learning in class.
Stay on task when using their device and not misuse the device for inappropriate activity.	<p>Follow the instructions of teachers in class and close over the device when it is not needed.</p> <p>Do not add a VPN configuration to their device</p> <p>Do not use electronic devices to create, circulate, publish or</p>	<p>The device is to support learning in the classroom and is for educational purposes.</p> <p>There are protective measures in place to ensure online safety for all students. Attempting to work around these may result in you accessing material that is not suitable.</p> <p>Everyone is entitled to feel safe in Old Bawn and should be able to complete</p>

	distribute any photos, videos or audio recordings taken on the school premises without consent, or use the device for any illegal activity.	their day without being recorded. Doing so is a breach of a person's rights.
Use positive and appropriate language with using O365. Material must be legal and kind.	Engage with staff and students as you would in person. All language must be kind and respectful.	Every person in the school community has the right to feel safe and be treated kindly.
Don't use the device for games or social media.	Avoid downloading any apps and put your device away when you are finished homework.	The school device is an educational device and should be only used to enhance learning.
Set their Teams photo to their name or initials only. Students may only use their own account when using the O365.	Leave the logo as it is set (initials) Top right hand corner > click on the logo with your initials > upload a photo with your name.	Students can be identified on Teams and to ensure that there is no one in a Team that should not be.
Set their background wallpaper as their timetable.	Take a picture of your Timetable or design it. Settings>Background>Upload File	This means no background is distracting for others and the background image is appropriate for screen sharing in class. This is also very helpful for organisation.
Report issues with device to Wriggle and when the device needs to be repaired report this to the school.	A parent/guardian should phone on 01 5009060 or submit a ticket at <a href="mailto:info@wrigglelearning.ie">info@wrigglelearning.ie</a> Bring the ticket number to the Digital co-ordinator to organise a device loan.	The device must be fixed as soon as possible. By letting the school know, a device can be loaned to ensure that learning can continue.

### Teachers should:

- Promote the responsible and effective use of the internet during class time.
- Use the device in the classroom in a way that will maximise learning and be of benefit to students.
- Utilise the infrastructure, eg Wireless projectors and dual devices that allow for free movement around the classroom to support classroom management and inclusive education.

- Ensure students are equipped to navigate the different apps and layouts used in each class.
- Supervise students use of the internet and their devices.
- Keep a record of any students' misuse of the devices and give a sanction to the student as per the Code of Good Behaviour
- Regularly partake in CPD to develop their skills to enhance digital teaching and learning.
- Update device regularly.
- Model behaviour expected of students with regard to the use of mobile phones. School provided devices should be used to access VSware and mobile phones should not be used in classrooms or on the corridor unless in the event of an emergency.

**Parent/Guardians should:**

- Inspect the device regularly to ensure it is in good working order.
- Inspect the content and applications downloaded on the device regularly to ensure there is no inappropriate material.
- Use the main office to contact their child during school hours, not the students mobile phone.
- Contact Wriggle when there is an issue with the device. If a device is broken beyond repair, students must get a replacement.
- Allow teachers/senior leadership team the right to collect or inspect the students' device at any time.
- Only use the school phone number to contact their child during the school day.

**Senior Leadership Team should:**

- Provide internet access for students and staff.
- Provide staff guidance and CPD to aid students in the use of digital teaching and learning resources.
- Provide students with the opportunity to upskill and gain accreditation using their devices.
- Closely monitor and support the Digital Learning Framework and continue to edit targets when goals are met.

**Board of Management should:**

- Review the AUP regularly.
- Ensure targeted funding should be used to enhance Digital Teaching and Learning.

Appendix 1

**Mobile Phone Policy**

In Old Bawn Community School acknowledge the usefulness of mobile phones in certain situations and the importance of parents maintaining contact with their children by mobile phone **outside** of school times. If a student brings a mobile phone to school, the phone must be

kept out of sight between 8:00 and 16:00 on the school premises. With the organisers consent, mobile phones may be used during excursions organised by the school. The Acceptable Usage applies in full to the mobile phone in these circumstances.

If a phone is being used on the school premises, a teacher will confiscate the phone and hand it to the main office or to a Deputy Principal. The office, or Deputy Principal will contact home either by text message or with a phone call and the phone will be returned to the parent/guardian. On occasion, any other sanction may be deemed appropriate and will be communicated to a parent/guardian.

If a teacher has any suspicion that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone to a teacher and parents will be asked to collect it from the school. Where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the gardaí for further investigation. Parents will be informed in such circumstances.

The school will incorporate this policy in the school's Acceptable Usage Policy and will treat breaches as they would treat any other breach of the school's Code of Good Behaviour.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The safety and security of mobile phones is wholly a matter for students and parents/guardians.

The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

Mobile phones which are found in the school and whose owner cannot be located should be handed to a member of staff.

It is strongly advised that students use passwords/pin numbers to ensure that unauthorized phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Students must keep their password/pin numbers confidential. Mobile phone and/or passwords should not be shared.

Students using mobile phones to bully other pupils or send offensive messages/calls will face disciplinary actions as per the Code of Good Behaviour and the Anti-Bullying Policy. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the school in this regard is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Gardaí.

If a student is unwell or needs to contact home, they must follow the recognised school procedures through their Year Head and the general office and not by mobile phone.

Ratified 14<sup>th</sup> June 2023