



Acceptable use of College Devices Policy

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CIC ASUS NOTEBOOK ACCEPTABLE USE POLICY



CRUMLIN INTEGRATED COLLEGE



Introduction

Crumlin Integrated College is committed to innovating with educational technology to enhance communication, teaching and learning within our school community. We embrace the opportunities that technology has presented us with and authorise the use of an authorised CIC Asus Notebook in a manner consistent with the established teaching and learning objectives of the College.

This policy applies to all student users of Asus Notebook hardware and software technology in CIC. It applies to all Asus Notebooks used by our students, wherever they are physically located. It is intended to compliment the College's wider Policy on the Acceptable Use of Computers and the Internet. Due to the nature of information and communications technology the policy will undergo periodic review and as such the College reserves the right to amend any sections or wording at any time.

The following details define the proper use of the Asus Notebook out of school hours at home.

USING COLLEGE Asus Notebooks

Any pupils in receipt of a CIC Asus Notebook must sign up and adhere to the terms stated in this Policy as well as the Mobile Devices Policy and the Acceptable Use of Computers/Internet Policy. The College maintains the right to monitor and filter internet content on the Asus Notebook when requested by the College.

CIC disclaim all responsibility for damage to Asus Notebooks whilst in the pupil's possession at home or if they are left unattended or do not meet with the regulations of the school or this policy.

The Asus Notebook, and its accessories, remain the property of Crumlin Integrated College. A refundable fee pending condition of the Notebook when returned to the College (currently £40) is payable on receipt of the Notebook. The Asus Notebook and accessories will be returned to the College at the end of the school year, or on request.

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TAKING CARE OF ASUS Notebooks

- Pupils are responsible for the general care of the Asus Notebook.
- Asus Notebooks must never be left unattended or in any unsupervised area.

USING YOUR ASUS NOTEBOOK AT HOME

- Asus Notebooks are intended for use at home to complete coursework assignments and homework. In addition to teacher expectations for Asus Notebook use, school messages, announcements, planners, calendars and schedules may be accessed using the Asus Notebook from MS Teams Therefore, students are responsible for ensuring their Asus Notebook, is fully charged, and ready to complete work at home.
- When using their Asus Notebook at home, pupils are responsible for getting any assignments/coursework completed and handed in at the pre-arranged time with their teachers.

PASSWORDS

- Asus Notebooks should be passcode protected. Pupils are prohibited from sharing this passcode with anyone else except their parents/carers.

PHOTOGRAPHS/IMAGES

- Permission must be granted for all photography, audio and video recordings from a teacher necessary to complete assignments or coursework.
- Photographs/Images stored on the Asus Notebook will be in accordance with the College's Acceptable Use of Computers and the Internet Policy. The College reserves the right to recall the Asus Notebook at any time to check for unsuitable content.
- Programs and Apps on Asus Notebooks must not violate any terms of this policy or the Mobile Devices Policy and the Acceptable Use of Computers and the Internet Policy.

HOME INTERNET ACCESS/ASUS NOTEBOOK USE

- When using Asus Notebooks at home pupils must set up wireless networks on their Asus Notebooks to assist them with homework, coursework etc. It is the responsibility of the Parent/Guardian to monitor and oversee Asus Notebook use within the home setting. See Parent lock/Control

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- It is the responsibility of a parent/guardian to monitor and oversee their child's Asus Notebook iTunes account and purchases.

MANAGING YOUR FILES AND SAVING YOUR WORK

Saving Work

- It is the pupil's responsibility to ensure that assignments or coursework is not lost due to mechanical failure or accidental deletion. Asus Notebook malfunctions are not an acceptable excuse for not submitting work. Therefore, pupils should back up all work using facilities such as OneDrive, Google Drive, Dropbox and MS Teams etc.
- It is the pupil's responsibility to print off/send electronically any assignments or homework required by a teacher.

SOFTWARE ON Asus Notebooks

Originally Installed Software

- CIC will synchronize the Asus Notebooks to contain the necessary Programs and Apps for school work. The Software/Apps originally installed by CIC must remain on the Asus Notebook in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course.
- All CIC Asus Notebooks the College's MDM system installed. Under no circumstances is this to be removed from the Asus Notebook. If the software is removed/tampered with and needs to be reinstalled parents will need to pay £5.00. There is no reason for any pupil to interfere with the MDM software on their Asus Notebooks.
- The use of VPN (Virtual Private Networks) or other profiles not sanctioned by the College are strictly prohibited. It may become apparent to the school that pupils have VPNs or other profiles on their Asus Notebook have abused the privileged of using the school Notebook. In this case pupils will be asked to return the Notebook to the school. Parents/Guardians will be invited to come to the school and discuss the matter further.
- Periodic checks of Asus Notebooks will be made to ensure that pupils have not removed required Apps.

INSPECTION

- Pupils may be selected at random to provide their Asus Notebook for inspection so they comply with the Asus Notebook Acceptable Use Policy as well as the Mobile Devices Policy and the Acceptable Use of Computers/Internet Policy.

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PROCEDURE FOR RE-LOADING SOFTWARE

- If technical difficulties occur or illegal software is discovered, the pupil will be instructed to remove these and the Asus Notebook may be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

SOFTWARE UPGRADES

- Upgrade versions of licensed Software/Apps are available from time to time. Pupils will be expected to download all updates.

ACCEPTABLE USE

In addition to the College's Policy on the Acceptable Use of Computers and the Internet (appended), the College permits use of the Asus Notebook in a manner that supports the College's aims and objectives and ethos and is in line with all College Policies.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to Notebook may be denied, and the appropriate disciplinary action shall be applied in line with the College's Policy on the Acceptable Use of Computers and the Internet shall be applied to pupil infractions.

PARENT/GUARDIAN RESPONSIBILITIES

Parents are expected to talk to their son/daughter about the values and standards that he/she should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, radio, iBooks etc.

PUPILS' RESPONSIBILITIES ARE TO:

- Use the Asus Notebooks in a responsible and ethical manner.
- Obey general College rules concerning behaviour and communication that apply to Asus Notebook and computer use.
- Use all computer resources in an appropriate manner so as to not damage school equipment.
- Save all work, turn off and secure their Asus Notebook after they are finished working to protect their work and information.
- Pupils must not remove or modify MDM software from their Asus Notebook.
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PUPIL ACTIVITIES STRICTLY PROHIBITED

In addition to the guidance outlined in the College's wider Policy on Acceptable Use of Computers and the Internet pupils are **not** permitted to:

- Illegally install or transmit copyrighted materials.
- 'Jailbreak' their Asus Notebook.
- Use another pupil's Asus Notebook.
- Send or display offensive messages or material.
- Use obscene language or content.
- Damage iOS, devices, computer systems or computer networks.
- Use other people's passcodes
- Download illegal content or material which is suspicious.

LEGAL PROPRIETY

- Pupils should comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a pupil is unsure, they should ask a teacher or parent.
- Use or possession of hacking software is strictly prohibited and violators will be subject to sanctions. Violation of the law may result in criminal prosecution or disciplinary action.

Asus Notebook IDENTIFICATION

- Pupil Asus Notebooks are labelled in the manner specified by the College. Asus Notebooks can be identified in the following ways:
 - Serial Number
 - CIC UIN (Unique Identifier Number= c2k user name).

This must not be removed.

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DISCIPLINARY MEASURES

If a pupil violates any part of the above policy, or abuses the privilege of being able to borrow a CIC Notebook the following sanctions will apply:

INAPPROPRIATE USE

- **1st Offence (Minor)** – Not using the Chromebook for school work. Pupils will be given limited time to complete overdue assignments or coursework.
- **2nd Offence** – Pupil(s) will be asked to return the Chromebook to the school for monitoring. Parents/Guardians will be contacted and asked to attend a meeting.

Any pupil who persistently refuses to co-operate or violates any aspect of the provisions of the Asus Notebook Policy or the Mobile Devices Policy and the Acceptable Use of Computers/Internet Policy may face other disciplinary action deemed appropriate in keeping with the College's Positive Behavioural Management Policy.

Violations may result in disciplinary action up to and including total removal of the Notebook/suspension/. When applicable, law enforcement agencies may be involved.

A pupil will be required to hand over their Asus Notebook to a member of staff if:

- The pupil is not using the Notebook to complete assignments and school work.
- The school is made aware there is a suspicion that the Asus Notebook has unsuitable material stored on it.
- the Asus Notebook or any of its features have been used for any form of bullying behaviour.
- the Asus Notebook has been used to breach any school rule/policy and general well-being of staff and pupils.

No Liability exists for:

- Data carrying materials; computer programmes or data information.
- This contract is subject to updates and amendments at any stage.

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Crumlin Integrated College



Asus Notebook Policy Agreement Form

Please complete and return to the office.

I accept and will adhere to the guidelines and conditions outlined in the Asus Notebook Acceptable Use Policy.

Student Section:

Name of Student: (Block Capitals)

Pupil Signature:

Date:

Parent/Guardian Section:

I have read and agree to the conditions outlined in the Asus Notebook Acceptable Use Policy.

Name of Parent/Guardian:
(Block Capitals)

Relationship to student:

Parent/Guardian Signature:

Date: