

## ***Dundalk Grammar School AUP Agreement***

### **Appendix 1**

This policy agreement must be read in conjunction with the Schools *Code of Behaviour* and *Anti-Bullying Policy* which is available in the student school journal or on the school website at [www.dgs.ie](http://www.dgs.ie).

### **COMPUTING FACILITIES**

Students are encouraged to make use of the school's computing facilities for educational purposes and are expected to act responsibly and to show consideration for others.

### **USE OF TECHNOLOGY**

Technology that can be used to store, transmit or manipulate data, such as SMART phones, MP3 players, Tablets (Android, iOS, Windows & mobile devices), Personal Digital Assistants (PDAs) and USB media, should be used responsibly and in accordance with the Acceptable Use Policy (AUP), even when not used with school equipment or network.

### **ACCOUNT & DEVICE SECURITY**

Students are responsible for the protection of their own school computer accounts or devices and should not give their passwords to anybody. It is recommended that all devices are password protected.

Users should not log on to or use any account other than their own and should log off when leaving a work station, even for just a short period of time.

### **USE OF FACILITIES**

Whilst the school wants to encourage sensible use of new technologies it is not acceptable to:

- Use Social Networks, access, download, create, store or transmit material that; is indecent or obscene, that could cause any annoyance or offence or anxiety to others, infringes copyright (e.g. torrents), or is unlawful, and/or brings the name of the school into disrepute.
- Attempt to download, store or install software to school computers.
- Attempt to introduce a virus or malicious code to the network.
- Attempt to bypass network or system security.
- Attempt to access another user's account.
- Attempt to gain access to an unauthorised area or system.
- Attempt to use any form of hacking/cracking software or system.
- Connect any device to the network that has access to the Internet via an authorised connection (data point) provided by the school without permission from the ICT Department.
- Physically damage or vandalise any computer equipment or furniture e.g. Chairs.
- Engage in activities that waste technical support time and resources.
- Students must ask permission before sending documents to print on school devices/hardware.

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### **STUDENT AND PARENTAL AGREEMENT**

Students and their parents/guardians are aware of, and agree to their obligations under the school's AUP which is available on the school website ([www.dgs.ie](http://www.dgs.ie)), and other relevant departmental policies. Prior to connecting their devices to the school's wireless network students must return this agreement.

1. I will use my mobile device in ways that are appropriate, meet school expectations and are educational.
2. I will use appropriate language when using emails, social media, comments and forums, blogs, or any other form of communication. I will not create, or encourage others to create rude or abusive content. I will not use digital communication to spread rumours, gossip, or engage in any activity that is harmful to others.
3. I accept that if I am granted access to the ICT WiFi Network that the Apple device must have Mobile Device Management (MDM) and Classroom Management software installed. For example, IMPERO, Apple Classroom, ZuluDesk etc. This will entail setting the device into ***supervised mode*** which will entail deleting all information from it.
4. I accept that my device *Lock Screen* will show school, owner and contact details for identification purposes.
5. I understand that my mobile device is subject to inspection by administration and teaching staff at any time without notice.
6. I will follow the policies outlined in the *mobile device Acceptable Use Policy* and the School Handbook while at school and at home during all times.
7. I will take good care of my mobile device.
8. It is my responsibility to know where my mobile device is at all times.
9. I agree not to disclose my username or password with another person in or outside school.
10. I will not let anyone else use my mobile device other than my parents, guardians or teachers.
11. I will charge my mobile device battery daily and arrive at school with my device fully charged.
12. I will keep food and beverages away from my mobile device since they may cause damage to the device.
13. I will clean the screen with a soft, antistatic cloth ONLY; no cleaners. I will not disassemble any part of my mobile device or attempt any repairs.
14. I will not remove or deface the serial number or other identification on any mobile device.
15. I will file a Garda report in case of theft, vandalism, and other acts covered by insurance and notify my Form teacher and the school office
16. I will be responsible for all damage or loss caused by neglect or abuse.
17. I have read and understand what constitutes acceptable use at school, and what actions and behaviours are unacceptable and not tolerated.
18. I agree to ALL the stipulations set forth in the above AUP.
19. I understand that unacceptable use will result in consequences and loss of technology privileges.
20. I agree to maintain the school expectations and be a responsible and safe user.

***I have read, understand and agree to the stipulations set forth in the schools Acceptable Use Policy.***

***We have read, understand and agree to abide by the school acceptable use policy.***

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Class: \_\_\_\_

**Junior School**       **Day pupil**       **Day Boarding**       **Boarding**

Parent/Guardian Signature: \_\_\_\_\_ Contact Phone No.: \_\_\_\_\_

Parent/Guardian email: \_\_\_\_\_ Date: \_\_\_\_\_