

# Scoil Mhuire agus Iosef, Sinsear

BAYSIDE SENIOR NATIONAL SCHOOL

Roll Number 19533Q

Telephone: 8393682  
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Email: baysidesns@gmail.com  
www.baysidesns.ie



Verbena Avenue,  
Bayside,  
Sutton,  
Dublin 13.  
D13 EK83

## Terms and Conditions: *Re: The Home Use of School Owned Technology*

1. The laptop/tablet/equipment remains the property of Bayside SNS.
2. The laptop/tablet/equipment will be used solely by the designated pupil and will not be used by or transferred to a third party.
3. The parent will remind and teach their child to take due care of the laptop/tablet/equipment at all times when handling, transporting and using the laptop/tablet/equipment -
  - It is not to be left unattended in a public place
  - All laptop/tablet/equipment leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop/tablet/equipment case with the laptop/tablet/equipment when work is complete
  - It is not to be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot
  - It is not to be interfered with, tampered with or altered by a third party
4. The laptop/tablet/equipment will be used solely to assist with typing skills, completion of homework assignments and other school related activities. Only school approved packages/applications may be used.
5. The laptop/tablet/equipment must be returned to the school in good working order.
6. The laptop/tablet/equipment is covered under school insurance; however, the parent must take reasonable care to avoid damage or loss.
7. Use of the laptop/tablet/equipment and including all internet usage will be supervised by a parent and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.
8. The school will make regular checks to update the laptops/tablets/equipment, ensuring that where appropriate, anti-virus software is kept up to date and also to check for inappropriate use.
9. The laptop/tablets/equipment will be used lawfully and in accordance with the school's Acceptable Use Policy regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.
10. The following is deemed as completely unacceptable and will result in the equipment being reclaimed:
  - Accessing, transmitting or receiving obscene or pornographic material
  - Engaging in cyber cheating or plagiarism (taking material created by others and presenting it as if it were one's own)
  - Engaging in cyber bullying
  - Downloading or loading software or applications that are not approved by the school
11. The laptop/tablet/equipment will be kept in good working order. All laptop/tablet/equipment faults, defects or malfunctions while in the care of the pupil are to be reported to the Principal or Class Teacher who will inform the member of staff with responsibility for the servicing and upkeep of the laptop/tablet/equipment.
12. Any repairs necessary due to damage caused to the laptop/tablet/equipment while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.
13. The laptop/tablet/equipment will not be sold, assigned, transferred or otherwise disposed of.
14. Any laptop/tablet/equipment markings, tags or plates or engravings will not be removed, concealed or altered. The laptop/tablet/ equipment must not be marked in any way that will reduce the value of the laptop/tablet/equipment.
15. If the laptop/tablet/equipment is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible.
16. Due to current software licensing arrangements covering home use, the laptop/tablet/equipment package cannot be used for any commercial purpose.

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17. If any of these terms or conditions is breached, the Board of Management may at any time revoke this arrangement.

## Agreement for Signing by Pupil and Parent

### Re: The Home Use of School Owned Technology

*I confirm that I accept responsibility for taking into my possession a laptop/tablet/equipment which is the property of Bayside SNS, Bayside, Dublin 13. Roll Number: 19533Q.  
I confirm that I have read, fully understand and accept the Terms and Conditions attached to this policy and agreement and other relevant policies as are determined by Bayside SNS.*

<b>Name of Pupil (Block Capitals)</b>		
<b>Pupil's Class when this agreement was signed</b>		
<b>Pupil's Teacher when this agreement was signed</b>		
<b>Signature of Pupil</b>		
<b>Name of Parent/Guardian (Block Capitals)</b>		
<b>Signature of Parent/Guardian</b>		
<b>Date</b>		
<b>Address of Parent/Guardian</b>		
<b>Contact Numbers</b>	<b>Mobile:</b>	<b>Home:</b>
<b>Signature of Principal</b>		