

St. Fintan's High School
1:1 Device Policy (Chromebooks)



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1. Introduction

St. Fintan's High School has introduced 1:1 devices for First Year students, namely Chromebooks. The school population already uses Google for Education, with Gmail, Classroom and other associated apps forming a fundamental part of communication and resource sharing among staff and students.

This policy will outline procedures for the purchase, maintenance and use of these devices during, and outside of, school hours.

2. Scope

This policy will apply to First Year students beginning in September 2024, and will provide relevant information for their parents/guardians. Staff users of Chromebooks purchased by the school, namely teachers and senior management, will also have guidelines provided in this policy.

3. Purchase of Chromebooks and Additional Hardware

Parents/Guardians of incoming First Year students will receive a link to an online store set up by PC Peripherals, the company employed by St. Fintan's High School for supply and ongoing support. Chromebooks, including a charger and a stylus, can be purchased here. In addition to that, parents/guardians must purchase the protective case from the website.

There will also be an option to purchase device insurance, provided by [Chill Insurance Ltd.](#) Any other hardware (e.g. mouse, screen protector, etc.) should be purchased independently by parents/guardians and will not be available on the PC Peripherals store front. Owners will be responsible for the storage and maintenance of any such additional hardware, and it will not be covered under the insurance policy if purchased.

Once purchased, parents/guardians become the owner of this device and the associated hardware. However, while the student is enrolled in the school, the terms of use outlined below must be adhered to.

Chromebooks will be distributed at the beginning of term, so all students should be in attendance for information and training in the initial use of the devices. Parents/Guardians and students must sign the Terms of Use agreement on the St. Fintan's High School app before the Chromebooks can be deployed.

4. Maintenance of Chromebooks and Additional Hardware

- It is the responsibility of the student to take care of their device during school hours. **This includes ensuring that the device is charged each evening for use the following school day.** If this is an ongoing issue, parents/guardians will be contacted and sanctions may be put in place.
- Students must practise extreme care when using their Chromebook. As students are responsible for caring for their own device, they must also ensure that no other student is allowed access to their device and that all passwords are kept safe and secure.
- The Chromebook will be transported exclusively within its appropriate case and handled with care.
- Use only a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be connected and disconnected carefully to prevent damage to the Chromebook
- The stylus must be stored safely in the designated slot at the side of the Chromebook. It should not be left loose in a school bag, pencil case or device storage case.
- Outside school hours, the responsibility for monitoring the device will fall to parents/guardians.
- Any **hardware** issues with the operation and maintenance of the device, charger or stylus which fall under the manufacturer's warranty, should be raised with the PC Peripherals helpdesk.
- If a student has difficulty logging into the device, or experiences other **software** issues, they should contact helpdesk@stfintanshs.ie.
- The onus of accidental damage costs will be on parents/guardians. Such damage may be covered by an insurance policy purchased by a parent/guardian, in which case responsibility for all arrangements to report and claim the damage will fall to the policy owner.
- If a device is away for repair, students will be given temporary access to a Chromebook owned by the school. If this Chromebook is damaged, the onus will fall to the student and parent/guardian to pay for any repairs.
- Use of any peripheral devices outside of the classroom setting such as USB thumb drives, external hard drives, personal headsets etc. is at the discretion of the student and consequently any issues arising from the use of personal hardware are not the responsibility of the school or the IT Department.

5. Acceptable Use

- Chromebooks must only be used for educational purposes and in adherence with the St. Fintan's High School Acceptable Usage Policy and Social Media Policy.
- Students should follow direct instructions from the classroom teacher about how and when to use their Chromebooks and to adhere to any restrictions placed by the teacher on specific apps or websites.
- Students may be allowed to plug headphones into their Chromebook during class, but only with explicit consent of the teacher.
- Students may use the camera function on their device to record audio, video or images **only** under the supervision and instruction of a teacher **and** for clear educational purposes e.g. science experiments, language CBA etc.
- Students may use their devices in 'laptop' mode to access the keyboard, or in 'tablet' mode to utilise the stylus and touch screen more comfortably.
- Students have permission to connect to the internet at home, but the terms of acceptable and unacceptable use outlined in this document will still apply.
- Students should immediately report any incidents of account hacking, or related violations, to their Tutor or Year Head for further investigation.

6. Unacceptable Use

- Students are not permitted to insert screensavers or wallpapers that are inappropriate for an educational environment. These include, but are not limited to; references to drugs or alcohol, sexual images, violent images, images of guns or other weapons, images referring to another member of the school community etc.
- Students are not permitted to decorate or deface their Chromebook or protective case with stickers, graffiti etc.
- Students should have their Chromebook muted at all times, unless otherwise instructed by a teacher. It is the responsibility of the student to have headphones with them at all times.
- Students are not permitted to communicate with other students or teachers using social media, communication apps or GChat. The only accepted methods of communication are Google Classroom, Gmail or GoGuardian. Communication on these three platforms must be respectful, must only relate to school activities and will be monitored by school administrators.

- Use of the Chromebook for illegal activities is prohibited, including copyright or contract violations, downloading inappropriate content, including viruses, file sharing software, VPNs, hacking programs, or any other form of inappropriate content.
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures is banned and will be dealt with very seriously.
- Students are responsible for the security of their password. Any attempt to access another student's account is prohibited, and will result in sanctions according to the St. Fintan's High School Code of Positive Behaviour.
- Students are prohibited from altering the configuration of a Chromebook, tampering with the profile of another user, accessing restricted network files or any other form of technological vandalism.
- Students are not permitted to waste or abuse data storage through excessive downloads or streaming.
- It is prohibited to attempt to access websites or apps that contain illegal, obscene, hateful or otherwise objectionable materials.
- Any interference with another student's Chromebook, e.g. powering off, tampering with the device, damaging the device etc., will be dealt with in a serious manner, in accordance with the St. Fintan's High School Code of Positive Behaviour.

A range of sanctions, up to and including expulsion, may be applied as a result of breaching this policy, the Acceptable Usage policy or the Social Media policy. The application of such sanctions will be at the discretion of the school, depending on the severity of the breach.

7. Access to Student Data

The use of Google Education in St. Fintan's High School allows for strict monitoring of student account activity. The following restrictions apply to all student accounts:

- Emails from accounts outside of the @stfintanshs.ie organisation are restricted to a small number of educational bodies, curated by administrators.
- Student devices are prohibited from using personal Gmail accounts or 'guest mode'.
- 'Incognito mode' is blocked on student accounts.
- Installation of apps and extensions is limited to an approved list curated by administrators.
- Email content is run through an acceptable language filter, and any inappropriate communication is flagged with administrators. This will be treated as a disciplinary matter, under the St. Fintan's High School Code of Positive Behaviour.

- Access to student accounts can be suspended or rescinded at any time, if deemed necessary.

Additionally, First Year student accounts are monitored by an educational tool called GoGuardian. This application allows teachers to watch and control each student's Chromebook activity during class. School appointed GoGuardian administrators will have access to all school internet traffic during school hours, including all websites visited, all search history, and the duration spent on each website if accessed from a student Chromebook.

8. Links to other relevant policies

St. Fintan's High School Acceptable Usage Policy and Mobile Phone Usage	This policy deals with student use of mobile phones/electronic devices while in class, on the school premises and during all school related activities, excursions and extra-curricular events, both in Ireland and abroad.
St. Fintan's High School Social Media Policy	This policy covers the use of social networking applications by all pupils and staff in our school. The requirements of this policy apply to all uses of social media whether they are used for school related purposes or to communicate with others.
St. Fintan's High School Data Protection Policy	The purpose of this policy is to assist the school to meet its statutory obligations, to explain those obligations to school staff, and to inform staff, students and their parents/guardians how their data will be treated.
St. Fintan's High School Anti Bullying Policy	The purpose of this policy is to define bullying, and to outline procedures for reporting and investigating accounts of bullying.

DES Circular 0038/2018	DES circular instructing schools to create or update their policies relating to the use of smartphones and tablet devices.
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9. Implementation

This policy was ratified by the Board of Management on 12th June 2024 and circulated to all staff and incoming First Year parents/guardians. It will be updated and reviewed periodically or as the need arises.



Appendix A: Terms of Use Agreement for **Students and Parents/Guardians**

The use of a Chromebook in school is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

If a student violates any of the terms of acceptable use identified in this policy, privileges may be suspended, and access to the school's other technology resources may be denied. The appropriate disciplinary action shall be taken, as outlined in the St. Fintan's High School Code of Positive Behaviour. If necessary, An Garda Síochána will be informed.

It is therefore required that students AND parents/guardians read and accept the statement of compliance below. If unsure, please contact a member of school management for questions or clarification BEFORE you submit your agreement to these policies.

By agreeing to comply with this policy, you are by default agreeing to future versions of the policy. It may be reviewed and amended at any time. In this case, an updated version of the policy will be available on the school website.

We can confirm that we have read this policy in detail and have discussed it thoroughly. We are aware of all of the potential consequences of misuse of the Chromebooks.

Student Signature _____

Student name (please print) _____

Parent/Guardian Signature _____

Parent/Guardian Name (please print) _____

Date _____

