

Policy for the use of personal electronic devices (PEDs)

Aranmore Catholic College is moving towards a *Bring-Your-Own-Device (BYOD)* approach to Personal Electronic Devices. All students in the College will be expected to be bringing their own electronic device to school.

The specifications for these devices are outlined below.

Operating System	Windows 10 Pro or above
Minimum Screen Size	10"
Minimum Storage Capacity	64 GB HDD
RAM	4GB RAM
Minimum Battery Life	6 Hours
Maximum Weight	2kg
Form Factor	A physical keyboard attachment is required
Recommended Accessories	Protective Case/Cover
Additional Recommendations	Accidental loss and breakage insurance, 3 year warranty

Students at Aranmore Catholic College will have access to Microsoft office 365, this means they are not required to purchase this software.

Acceptable devices can be purchased through our booklist supplier OfficeMax

It is important to have a robust case to protect PEDs at school and in their school bags. PED's must be stored in lockers whilst not in use, for security reasons. As these devices are owned by the student, repair, maintenance and theft issues are the owners' responsibility.

It is advisable that you check your own home/contents insurance to ensure it covers the device away from home. The school does not have insurance cover for students' personal devices. Students will also need to ensure that updates needed are done in a timely manner.

Students will need to have their devices charged, and ready for use each day. Students and families must give careful consideration to the protection and safety of electronic devices.

Implications for mobile phones

In general, mobile phones may not be used at school between 8.35am and 3.15pm. Phones must not be seen or heard in the yard or at break times. However, there may be times when a teacher, in order to enhance the learning experience for students, may allow the students to utilise personal electronic equipment. If/when this occurs, it would be under very particular conditions established both by the College and by the individual classroom teacher.

Implications for all PEDs

Overarching guidelines for PED usage include existing practices outlined in our policies on *Assessment*, *Acceptable Network Usage* and *Bullying and harassment*.

These conditions would include the following:

- the devices must not be used or accessed at recess or lunchtime (not seen or heard), unless under supervision in the library.

- students would be responsible for the security of their devices at all times

- at all times, the teacher would explain and expect mature and responsible use of the technology

- the devices may only be used at times stipulated by the classroom teacher

the devices may only be used for particular purposes stated at that time by the teacher
the devices would not be used in all lessons; particularly it is unlikely that the devices would be used during a test or assessment
the devices would need to remain silent (requiring use of headphones) unless stipulated by the teacher
the volume of sound would need to be low enough for a student to hear a teacher's request for student attention, and low enough such that any other person could not hear what is being played through headphones
the device would need to be sitting in full-sight on the desk while in use

Unacceptable usage would include

general accessing social media sites (Facebook, Twitter etc)
sending/receiving private emails, text messages or phone calls
accessing inappropriate internet sites - eg sites not related to the learning or morally offensive sites
any kind of cyber-bullying or intimidation
playing of offensive music etc

taking of photos/videos without explicit teacher consent, including the consent of any party being filmed

If a student is in breach of our terms of usage of personal electronic devices, the subject teacher, Head of Learning Area and Head of Year will decide on a consequence and a course of action based on who has been affected and what needs to be done to make things right.