

De La Salle College



1:1 Device Policy

August 2025

Overview

The use of a laptop device in a 1:1 environment provides an opportunity to enhance each student's overall learning experience. Utilising the devices at De La Salle College gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1:1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever changing technologies. Educational possibilities for enhanced learning with laptops clearly exist, and there is a growing view that, guided effectively by teachers, they offer the potential for a new and exciting era in education. Devices offer new capabilities and opportunities for learning, mainly in terms of their flexibility, accessibility of resources, and ease of use. This model can provide students with a shared or individual multi-functional learning device 'in their own hands'. This has the potential to support student centred, independent, differentiated and personalised learning.

1:1 Device Policy

De La Salle College

The aim of this policy is to ensure that students benefit from digital teaching and learning opportunities. De La Salle College seeks to provide a safe, secure and holistic learning environment that promotes mutual respect and responsibility among all members of the school community. Introducing mobile learning to the classroom enables students to develop the 21st Century skills that will be a central part of their third level education and their social and working lives in the future. The information within this document applies to all students using devices in De La Salle College. Teachers may also set additional requirements for use within their classroom. It is envisaged that school management, staff, the Student Council and parent representatives will revise the De La Salle College Acceptable Use Policy in the 2026/27 academic year. Before signing, this 1:1 device policy should be read carefully to ensure that the conditions of use are understood, agreed to and fully accepted. This policy is directly linked to the: The Code of Behaviour; Acceptable Usage Policy, The Anti-Bullying Policy and Data Protection Policy.

Responsible Care of your Device

- De La Salle College requires the use of a protective cover for your laptop at all times. This cover is purchased from the Wriggle store along with the device.
- The screen is made of glass and is therefore subject to cracking and breaking if misused: Never drop nor place heavy objects (books, laptops, etc.) on top of your laptop.
- You should only use a soft cloth or approved laptop screen cleaning solution to clean your laptop screen.
- You must never leave your laptop on a heat source or outside, as your device will be damaged by extreme heat or cold.

- You must not store or leave your device in a car.
- You may not use the camera or recording function on your device at school except at the direction of the teacher.
- Your device should be locked in a locker at **ALL** times when not in use ie during break and lunchtimes.
- It is important that you know that it is your responsibility to keep your device safe and secure.
- You should know the whereabouts of your device at all times.
- You must never use a device belonging to another student or lend your iPad to another student.
- De La Salle College recommends the purchase of insurance against loss or damage, available from multiple sources including Wriggle.

Maintaining your device as an Educational Resource

- Please charge your device at home each evening.
- When your device is charging and connected to a Wi-Fi network your files will be backed up. This is essential in case your device is lost or damaged, so that you do not lose your work and your files.
- If you arrive to school without having charged your device your ability to take part in class will be impacted. You remain responsible for completing all schoolwork. Sanctions will apply if this happens on more than two occasions.
- Moreover, if you leave your device at home or do not have your device fully charged, you are still responsible for completing all schoolwork as if you had use of your device.
- Please ensure that the Windows updates are completed routinely to guarantee efficient operation of your device. If you do not do this regularly technical issues may arise and you may be unable to use it for your school work.
- You must begin each class by ensuring that all previous applications are closed.
- In class, you may **only** open subject specific applications as directed by your teacher.

- Teachers have the right to check if applications are open on your device in an effort to support your responsible use of the technology. This may be done physically through observation or use of software eg Senso.
- Please take care when deleting files as deleted files cannot be recovered.
- You must ensure that you have enough memory space on your device for your school files and educational applications at all times.
- All files should be stored on the cloud ie OneDrive, in order to prevent loss of material due to malfunction or lack of memory.
- Malfunctions or technical issues arising from your misuse of the device **are not** acceptable excuses for failing to complete school work.
- Your device **must not** be in use while you are moving from one class location to another as an accident can easily occur.
- You must protect your device from liquid spills and/or all water outlets.
- In the event of any disciplinary action, the completion of all class work remains your responsibility.
- Your device is subject to routine monitoring by De La Salle College.
- Any teacher may check your device content at anytime. This may be done physically through observation or use of software eg Senso.
- The subject specific educational resources that you will work with are the property of the De La Salle College teaching staff who authored them. This means that they are not your sole property but are provided for your learning.
- It is strictly forbidden to share the De La Salle College educational resources with another person or download them for any other use.
- In addition to using your device in class, subject specific copies and/or workbooks may be required for all written work.
- De La Salle College teachers may recommend various applications that students will require in order to partake fully in a subject specific lesson.
- It is of utmost importance that you appreciate your device is for school use only. Therefore no applications other than school approved applications can be

downloaded to it. Non-educational or accepted applications will be removed or device wiped.

Lost, Damaged or Stolen device

- If you lose or damage your device you must inform the ICT Co-ordinator/Year Head/Principal/Deputy Principal immediately so that your device can be immediately tracked.
- If you find an unattended device you should give it to the nearest member of staff immediately.
- De La Salle College is not responsible for loss, the financial loss, damage or otherwise to your device.
- De La Salle College is not responsible for the financial or other loss of any personal files that may be deleted from your device.

Device Monitoring

- All devices and network activity is monitored.
- Usage logs, browsing history, and email records may be reviewed at any time either in person or remotely.
- Monitoring is conducted in compliance with GDPR and the school's Data Protection Policy.

Prohibited Uses (Non-Exhaustive)

- All material on your device must adhere to the De La Salle College Acceptable Use Policy.
- You have absolutely no permission to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- You may not use the school's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- You may not download applications to your device unless directed to do so as this will result in disciplinary action and removal of those applications and all associated data.
- You may not illegally download music on your device.
- Use of the camera function on your device is strictly prohibited unless at the direction of your teacher. (Please see Code of Behaviour policy) Use of the video function on your device is strictly prohibited except at the direction of your teacher.
- Use of the microphone or recording function on your device is strictly prohibited except at the direction of your teacher.
- You must not share the password to your device with **ANY** other student.
- Any student found attempting to gain access to another student's device or has shared his password with another, will be subject to disciplinary action.
- You must not share the password to your email account or any other accounts with **ANY** other student. If a student is found attempting to gain access to another student's email account or has shared his email account password with another, will be subject to disciplinary action.
- Any attempt to destroy hardware, software or data on your or any other student's device will result in disciplinary action.
- Any attempt to remove the security setting installed results in a less secure device and is strictly prohibited and will result in disciplinary action.

- Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures is strictly prohibited and will result in disciplinary actions.
- If you are in breach of the Responsible Use Policy you may be subject to disciplinary action, and/or confiscation of your device, and/or removal of device content. **(This list is non-exhaustive)**
- De La Salle College reserves the right to refer to external agencies in the event of illegal activity.

Cyberbullying and Online Safety

- Cyberbullying includes posting offensive content, impersonation, or harassment online.
- Online behaviour outside school hours that impacts students or staff may be investigated.

Parental Responsibilities:

- Parents should inspect the device regularly to ensure that it is in good working order, charged and ready for use.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the device to their Year Head or the Deputy Principal.
- Parents should inspect the device and the installed Apps on a regular basis to ensure that there is no inappropriate material.
- Parents are responsible for repairing/replacing damaged devices through contacting Wriggle.

De La Salle College's Responsibilities:

- The School will enforce this Policy, Acceptable Usage Policy, Code of Behaviour and other School policies, rules and procedures.
- The School will make every effort to ensure effective use of the tablet by all students.
- The School will make every effort to resolve any reported issues relating to ownership, possession or use of the device.

The De La Salle Acceptable Use Policy aims to secure a safe and educational environment where the opportunities afforded by digital technology are availed of and harnessed for the benefit of each student who uses a device in school. It is important that each student understands that his device is an educational tool and not for personal use. I have read, understand, accept and agree to the De La Salle College Acceptable Use Policy. I will make every effort to uphold its content. If I am in breach of this policy I am aware of, and willing to accept the sanctions imposed.

Student Signature: _____ Date: _____

Parent /Guardian Signature: _____ Date: _____

Student Pledge for Device Use

- I will take good care of my device.
- I will never leave the device unattended.
- I will never loan out my device to other individuals.
- I will know where my device is at all times.
- I will charge my device's battery every night
- I will keep food and beverages away from my device since they may cause damage to the device.
- I will not disassemble any part of my device or attempt any repairs.
- I will protect my device by only carrying it whilst it is in a case.

- I will use my device in ways that are appropriate, meet expectations and are educational.
- I understand that my device is subject to inspection at any time without notice.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will treat others respectfully online.
- I will report inappropriate content or behaviour.
- I will follow all school policies.

Name (Please print clearly)

Student signature

Date