



**OUR
LADY'S
SCHOOL**
TERENURE



1:1 Device Policy

Ratified by the Board of Management on:

Date: 27th April 2026

Signature:

(Chairperson of the Board of Management)

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Our Lady's School 1:1 Device Policy

Introduction

At Our Lady's School, we are committed to providing students with the tools they need to thrive in a modern learning environment. The integration of 1:1 Chromebooks, supported by Google Workspace for Education, enhances access to digital resources, facilitates collaboration, and promotes independent learning. This policy outlines expectations, responsibilities, and procedures associated with participation in the school's 1:1 Chromebook Scheme.

1. Purpose and Scope

This policy applies to all students participating in the 1:1 Chromebook Scheme. It is designed to:

- Ensure Chromebooks are used appropriately and securely within the school environment.
 - Protect students and support effective learning.
 - Clarify ownership, usage, monitoring, and responsibilities.
 - Reinforce the Acceptable Use Policy (AUP), Code of Positive Behaviour and school Wellbeing initiatives.
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2. Device Acquisition and Management

- All Chromebooks under the 1:1 Scheme must be purchased by the student upon the school's request through the school's authorised IT Provider.
 - Devices are pre-enrolled into the school's Google Workspace for Education domain before student receipt.
 - This ensures all necessary software, security settings, and monitoring tools (including Go Guardian) are in place.
 - Only school-managed devices are permitted. Devices not purchased through the school's provider will not be allowed on the school's network or domain.
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3. Account Use and Domain Access

- Students must only use their school-issued @olschool.ie account on their Chromebook.

- This ensures access to school platforms and enables teacher monitoring and content filtering.
 - Use of personal Gmail or third-party accounts is strictly prohibited on school-managed devices.
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4. Device Use Expectations

- Chromebooks are to be used solely for educational purposes during school hours and at home.
 - Use during break and lunch times is prohibited, unless with explicit permission from a staff member.
 - Students must bring their Chromebooks to class fully charged each day.
 - Students are expected to learn when to use and when to step away from digital tools, as screen breaks and off-screen learning are key aspects of balanced education.
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5. Storage and Security

- Students are responsible for the safe-keeping and care of their own device.
 - Lockers must be secured with a functioning lock.
 - Chromebooks must be stored in lockers when not in use to avoid theft or damage.
 - The school does not accept responsibility for loss or damage of personal devices.
 - Warranty and insurance options are available through the IT Provider at the point of purchase.
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6. Ownership and Post-School Use

- While students purchase and own their Chromebooks, the devices remain under the school's management for the duration of their time at Our Lady's School.
- When a student graduates or leaves the school, the device will be released from the managed

domain.

- Students will then have full personal control and licensing rights for their Chromebook.
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7. Technical Support and Maintenance

- Any hardware issues must be directed to the school's IT Provider, not school staff.
 - The school is not responsible for repairs or replacements.
 - Support options and payment instalment plans are available at the time of purchase.
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8. Monitoring and Digital Safety

- All Chromebooks are monitored by teaching staff through Go Guardian.
 - Internet access is subject to school-wide content filtering and monitoring protocols.
 - The use of the device is bound by the school's Acceptable Use Policy (AUP) and Code of Positive Behaviour.
 - Students must never attempt to bypass monitoring software or content filters.
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9. Misuse and Sanctions

- Misuse of a Chromebook, including accessing inappropriate content or breaching the AUP, may result in:
 - Temporary confiscation of the device.
 - Disciplinary procedures as outlined in the Code of Positive Behaviour.
 - Potential removal of device privileges.
 - Severe breaches may lead to suspension or expulsion and referral to external authorities.
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10. Final Notes

- The Chromebook is a tool to support learning, not a replacement for it.
 - Responsible digital citizenship, balanced screen time, and mindful use are essential components of student development.
 - Participation in the 1:1 Scheme constitutes acceptance of this policy.
 - Students sign a Student Chromebook Agreement upon receipt of their Chromebook (see Appendix 1).
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11. Appendix 1: Student Chromebook Agreement



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Student Name: _____

Class Group: _____ Chromebook Serial #: _____

I understand that my Chromebook is my personal property but will be fully managed by Our Lady's School for the entire duration of my time as a student here. This management includes school holidays. Upon graduation or withdrawal from the school, the Chromebook will be released from management and become my own personal device.

By signing this agreement, I acknowledge and agree to the following:

Care and Responsibility

- I will take good care of my Chromebook at all times.
- I will keep it clean, secure, and stored safely in my locker when not in use.
- **I will bring it to school fully charged each day. You are not to bring your chargers to school nor should you ever take a charger from a classroom.**
- I will immediately report loss, damage, or technical issues.
- I understand that repairs, insurance, or warranty claims are my responsibility through the approved provider.

School Management

- My Chromebook will remain enrolled in the school's Google Workspace domain until I leave the school.
- The school will apply software, monitoring tools, and security settings (e.g. GoGuardian, content filters).
- I must only log in with my school-issued @olschool.ie account. Personal Gmail or third-party accounts are not permitted.
- I may not attempt to remove management, bypass filters, or alter device settings.

Appropriate Use

- I will use my Chromebook for educational purposes only.
- I will comply with the school's Acceptable Use Policy for internet, email, online activities, and digital technologies.
- I will not access inappropriate or non-educational websites, games, or media.
- I will not download or install unauthorised software.

Online Behaviour

- I will use respectful, responsible language in all digital communications.
- I will not engage in cyberbullying, harassment, or behaviour that brings the school into disrepute.
- I understand my online activity may be monitored.

Ownership & Post-School Use

- I acknowledge that the Chromebook is mine, but is managed by the school until I graduate.
- After graduation (or if I leave the school), the Chromebook will be removed from management and I will have full personal control.

Acknowledgement

I have read, understood, and agree to abide by this Chromebook Agreement, the 1:1 Chromebook Policy, and the Acceptable Use Policy. I understand that failure to comply may result in disciplinary action, loss of Chromebook privileges, or temporary confiscation of the device.

Parent Summary – Student Chromebook Agreement

This summary highlights the key points of the Chromebook Agreement that students and parents should be aware of. Full details are outlined in the school's 1:1 Chromebook Policy and Acceptable Use Policy.

Key Points for Parents

- The Chromebook is purchased and owned by the student, but will be managed by Our Lady's School until graduation.
- Management (software, monitoring, and filtering) continues during school holidays.
- Students must only use their school-issued @olschool.ie account on the Chromebook.
- Devices are for educational purposes only – personal browsing, gaming, or entertainment use is not allowed.
- Students are responsible for keeping the device safe, secure, and fully charged each day.
- Any technical or hardware issues must be reported to the approved IT provider (not school staff).
- The school monitors online activity for safety and compliance with the Acceptable Use Policy.
- After graduation or leaving the school, the Chromebook is released from management and becomes the student's full personal device.

Parental Role

- Support your child in caring for their Chromebook.
- Reinforce the importance of responsible online behaviour.
- Ensure the device is brought to school charged each day.
- Be aware that misuse may result in disciplinary action or temporary loss of device privileges.

By signing the full Student Chromebook Agreement, both the student and parent/guardian acknowledge and accept these responsibilities.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____