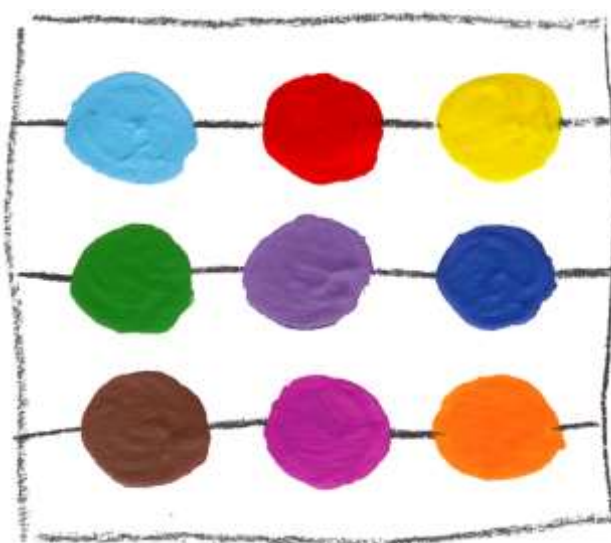


Information & Communication Technologies (ICT) Policy



Carrigaline Educate Together N.S.

This document is intended to provide details of the main policies of Carrigaline Educate Together National School (CETNS) relating to Information & Communication Technologies (ICT). It is intended to help the school community, including staff, parents, guardians and other relevant parties to understand the environment and approach of the school. This document is regularly reviewed. All feedback is encouraged and welcome.

Version	Description	Authors
January-October 2014	Amalgamation of current policies relating to ICT & devising of one comprehensive document	ICT Committee & Policy Committee on behalf of the Board of Management
November 2016	Revision of current policy and minor amendments made	ICT Committee & Policy Committee on behalf of the Board of Management

School Contact Details

Principal: Mel Thornton

Board of Management Chairperson: Eric Hurley

School Phone Number: 021-4375616 or 087-7453659

Address: Carrigaline Educate Together National School
Kilnagleary, Carrigaline, Co. Cork.

Information & Communication Technologies (ICT) Policy

Introduction

This policy was drafted as a collaborative exercise between Board of Management, staff and parents. Members of the ICT Committee have formulated this policy in collaboration with the rest of the committee. It will be presented to the Board of Management for ratification. This policy will be reviewed on a regular basis. The Board of Management, teachers and parents are responsible for the implementation of the policy.

Rationale

It is necessary to have an ICT Policy:

- As the ability to use ICT effectively is a vital life skill in modern society, as well as being an important educational resource
- To further promote and ensure the successful development of a positive e-learning environment, in which use of ICT is valued and promoted
- To ensure laptops, iPads and other ICT-related equipment are appropriately and consistently used in Carrigaline Educate Together N.S. (CETNS)
- To ensure best practice in teaching & learning in the classroom
- To ensure and further develop an ethical and responsible approach to the use of ICT
- To ensure the school has a structured approach to ICT as outlined by the National Council for Curriculum and Assessment (NCCA)
- To outline a minimum level of ICT skills for parents, teachers and the Board of Management

Relationship to the characteristic spirit of the school

All efforts are made to ensure that ICT supports and promotes the ethos of Carrigaline Educate Together N.S.

Educate Together aims to meet a growing need in Irish society for schools that recognise the developing diversity of Irish life and the modern need for democratic management structures. In particular, Educate Together guarantees children and parents of all faiths and none equal respect in the operation and governing of education.

The schools operated by the member associations of Educate Together are fully recognised by the Irish Department of Education and Science and work under the same regulations and funding structures as other national schools. However, they have a distinct ethos or governing spirit. This has been defined in the following terms:

- **Equality-based** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected
- **Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities,
- **Child centred** in their approach to education
- **Democratically run** with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers (*Source: Educate Together Charter*)

Whilst the concepts of child-centeredness and co-educationalism are now widely accepted in Irish primary education, what distinguishes the Educate Together schools is their hard work in developing a culturally inclusive and democratic ethos. This has pioneered unique approaches to inclusion of minority opinions and faiths in the Irish context.

The schools have developed education programmes which open the eyes of children to the naturally positive contribution that social, religious and cultural diversity and difference of viewpoint and opinion make to society.

The other characteristic feature of these schools is that they are democratically organised and governed. This maximises the potential for building a genuine partnership between the professional, objective role of the teacher and the necessarily personal involvement of the parent in contributing to their children's education.

Information taken from the Educate Together website www.educatetogether.ie

Carrigaline Educate Together N.S. makes the distinction between denominational education and moral/religious education. The ethical curriculum followed by the school is called the Learn Together Curriculum. It is comprised of four strands: *Morality & Spirituality, Equality & Justice, Belief systems, Ethics & the environment.*

Vision

Carrigaline Educate Together N.S. (CETNS) endeavours to create and foster a positive attitude to Information & Communication Technologies (ICT) within the school community. CETNS aspires to ensure ICT is an integral part of all school areas, curricular and non-curricular, and makes all efforts to ensure it is used successfully and safely at all levels.

Aims

The aim of this policy is:

- To ensure best practice when using ICT for the entire school community, including safe usage, maintenance and ergonomics
- To ensure that ICT is incorporated into all subjects on the curriculum, in order to foster the development of thinking and learning skills such as managing enquiry, assessing information, solving problems and expressing ideas
- To outline practices and procedures in relation to teaching laptops, iPads and desktops (along with similar technologies)
- To outline practices and procedures in relation to the school website
- To ensure the Acceptable Usage Policy is up-to-date, relevant and used

Format of the policy-specific areas

This policy is laid out as follows:

- Why does our school require ICT
- What ICT is used for
- Roles and responsibilities
- Provision of ICT teaching infrastructure
- Teaching & learning in ICT
- Child protection
- Additional information
- Other related plans & policies

Why does our school require ICT?

Our school requires ICT because:

- To provide the best possible education for all our pupils
- To provide a powerful and up to date teaching resource for all our teachers
- To allow for more effective administration
- To help provide more effective communication with staff and parents
- To communicate with teachers and pupils in Europe and further afield
- To prepare children for life in a technologically advanced world.

What ICT is used for?

- School Administration
 - Teacher planning, cuntaisí míosúla & administration
 - Pupil-related administration using Aladdin including roll book
 - Report cards
 - Standardised test results
 - Classroom management reward systems

This is not an exhaustive list.
- Adventure games that stimulate higher order thinking skills and problem solving
 - Examples include <http://www.memory-improvement-tips.com/brain-games.html>, <http://www.learninggamesforkids.com/> and <http://brainconnection.positscience.com/brain-teasers/>. *This is not an exhaustive list.*
- Word processing of children's work
- Research on the internet
- Communication via email
 - Teacher-to-teacher
 - Principal-to-teacher
 - Teacher-to-principal
 - Secretary-to-teacher/principal
 - Secretary-to-parent/guardian
 - Secretary-to-parent body
 - Teacher/principal-to-parent

- Parent-to-principal
- Parent Association-to-parent body
- Board of Management-to-Principal/secretary/individual staff members
- Principal/secretary/individual staff members-to Board of Management
- Parent/Guardian-to-Board of Management
- Music composition and digital recording
- Video recording and playback
- Integration throughout the curriculum
 - Creating digital books and comics
 - Project work
 - Digital story-telling
 - Recording of composition

This is not an exhaustive list
- Children with Special Educational Needs (SEN)
 - Assistive technology if advised by psychologist
 - iPads

Roles & responsibilities

- ICT is everyone's responsibility
- The school, in particular the Board of Management, has overall responsibility for the all ICT equipment e.g. desktops, teaching laptops, iPads, projectors, interactive whiteboards, printer/photocopiers etc.
- The NCTE provide a filtered router to ensure safe internet access. However, all users are responsible for verifying that all content used is appropriate
- Vmerge IT Limited oversee the wired and wireless networks
- The ICT Committee (made up of teachers, parents and members of the Board of Management) is responsible for supporting and promoting best practice in the use of ICT equipment (*see examples above*)
- The teachers who have use of the ICT equipment (*see examples above*) are responsible for its daily safe-keeping and appropriate use
- The Deputy Principal oversees the effective running of ICT in the school, including but not exclusively purchasing, attending ICT meetings and liaising with Principal and Board of Management on ICT-related matters
- The Deputy Principal (Christine O'Brien) and a member of staff nominated by the Board of Management (Owen Hennessy) oversee ICT-related purchasing, including issuing tenders and awarding contracts
- Cormac Cahill has overall responsibility for ensuring iPads are updated and have appropriate content downloaded
- Parent ICT Committee members have a consultative support role
- In the event of an ICT issue arising, staff are asked to note it in an ICT book in the office

Provision of ICT infrastructure

Equipment list

- A full list of hardware and software can be found on Google Docs (shared with ICT Committee, Principal, Chairperson & Treasurer of the Board of Management). The most up-to-date version is in *Appendix 1*

Allocation of equipment

- The secretary has a desktop and oversees the access to and effective use of an intercom system
- The principal has a laptop and mobile phone
- Each mainstream and special unit classroom is equipped with an interactive whiteboard system including a teaching laptop
- Teaching laptops usually remain with the particular teacher into the next school year provided that the teacher remains teaching in the school. In the event of a teacher's absence in the short-term, all efforts should be made by that teacher to ensure that the laptop is available for use in the school as soon as possible, at most within a 24-hour time period. In the event of a medium- to long-term absence, the substitute teacher takes responsibility for its daily safe-keeping and appropriate use
- Junior Infant classes will have iPads instead of classroom laptops from 2016 on.
- Other classes have laptops to the rear of the room as of November 2014. These replaced the desktops which were used previously. The number and allocation varies from year-to-year based on need and practical use
- An iPad trolley contains sufficient iPads for one between two use in the classrooms. A rota is drawn up at the start of the year
- The photocopiers are networked to all the computers in the school. They are currently maintained by CopyQuip and all teachers, secretary, principal and Board of Management have individual access codes

Network

- All technology has access to the school's network
- The laptops have access to a permanent wireless network
- iPads have access to a guest network which logs a user off after 30 minutes of inactivity
- Guest users, including visiting teachers, may also be provided with access to a guest network

Licensing and Operating Systems

- All efforts are made to ensure that the computers have valid operating licences, usually relating to Microsoft Windows
- iPads are synced to one school account overseen by Cormac

Teaching & Learning of ICT in School

Children will acquire a certain level of competency at using computers. Skills to be learned are outlined below:

Junior and Senior Infants:

- Be able to turn on and off (shut down) the computer
- Insert and eject discs and CDs

- Manipulate mouse and keyboard
- Become familiar with basic computer terms – monitor, keyboard, mouse, enter, return, space bar, delete
- Through curriculum integration improve reading/writing/maths/art skills through games etc.
- Become familiar with and use iPads, including swiping, opening applications & engaging in activities

First and Second Classes:

- Be able to turn on and off (shut down) the iPad
- Understand the use of basic function keys – caps, space, delete, fada etc
- Format text e.g. Change to bold, underline etc.
- Change fonts and font size
- Print and save their work
- Use drop-down menus and select function
- Integrate with reading words such as enter/click/double-click/delete/return
- Curriculum integration reading and writing (word processing), maths, spelling, tables etc.
- Use iPads with increasing proficiency, including swiping, opening applications & engaging in activities

Third to Sixth Classes:

- Keyboard skills
- File management
- Editing
- Word processing
- Spread sheets
- Printing
- Use internet for information gathering
- Running software
- Use ICT for researching, engaging with and presenting projects
- Collaborate on curriculum activities within the school and with other schools
- Use iPads with increasing proficiency, in particular developing the use of iPads for engaging in creative tasks

Child protection

- The school has an active Acceptable Usage Policy (AUP) which all parents are provided with on commencement of first attendance in school. They are required to return this form having accepted/declined to the use of the internet by their child in school. Refer to *Appendix 2* for a copy of the AUP.
- At this time, permission is also sought for use of the photograph of a child within a public forum e.g. school website, newspapers. Refer to *Appendix 3*
- Content of all ICT equipment - All content of ICT equipment should adhere to Child Protection and Acceptable Usage Policy Guidelines. All content should be age-appropriate
- Access to the teaching laptops - A teacher should decide on all content being viewed by the children through the teaching laptop. Children should only have access to the content of the teaching laptop through use of a wireless keyboard and mouse. In the event of a

classroom not having access to these, a teacher may permit a child to use the teaching laptop under strict supervision e.g. to click an answer during a whole-class activity, to open a file for the whole class

- Children may use the school iPad under teacher/Special Needs Assistant (SNA) supervision. However, no apps should be downloaded by the children. All apps should be downloaded/checked by Cormac
- Data Protection - In an effort to ensure maximum data protection, personal information about children should not be stored on the teaching laptop or any other ICT equipment. An exception to this is the writing of end of year reports. A teacher may use the laptop for this. However, all information should be removed within a one-week period of completion of the reports. These should then be stored on the office computer. Another exception relates to classroom photos which may include the children. However, these photos should contain no information which would allow a third party to identify the children e.g. the pictures should not be saved using a child's name

Additional Information

ICT Co-ordination

- The school's Deputy Principal holds responsibility for ICT as part of a designated schedule of responsibilities
- An ICT Committee made up of teachers, parents and members of the Board of Management support the effective implementation of the ICT policy. The teachers on this committee meet at regular intervals throughout the school year
- Any ICT faults which cannot be rectified by hardware user are to be reported to the ICT committee through the ICT book in the office
- Microsoft Security Essentials is installed on all computers and computers are set to update automatically

Aladdin Schools

- All staff have an account on Aladdin Schools www.aladdin.ie
- Post holders and the secretary have administrative rights on Aladdin
- All required administration is stored on this
- All contact details and information on individual children is stored on Aladdin
- Classroom teachers complete the roll book on Aladdin each day
- Report cards and standardised test results are stored on Aladdin
- Support teachers have access to their relevant children's records. They also input the results of any relevant diagnostic tests carried out
- The principal and secretary use Aladdin for various school administration tasks

School Website

- The school hosts a website www.carrigalineeducatetogether.ie
- School communications, photos and other news items will regularly be added
- School policies that are relevant to parents will also be added to this site

School Blogs

- Each class has a blog which is updated regularly by either staff or students
- Additional blogs may be used by committees or groups e.g. Student Council
- The blogs are run through www.weebly.com

Internet Safety

- All parents are asked to complete an Acceptable Usage Policy prior to a child accessing the internet (with the exception of whole-class use)
- Teachers are to remain vigilant when any child is accessing the internet
- No child should be provided with unsupervised access to the internet
- The school endeavours to bring in a guest speaker annually to speak to children, teachers and/or parents on the subject of internet safety

Best practice in relation to Teaching Laptops & iPads guidelines

Purpose of teaching laptop & iPad

- Teaching laptops are primarily to accompany the in-class interactive projector systems
- iPads are primarily for use to support children's learning and should only be used with teachers/SNAs
- Teaching laptops and iPads should be used to organise and prepare for whole-school and in-class planning. They may also be used to gather and share resources for use in the classroom
- Pertaining to data protection, confidential information should not be stored on the teaching laptop
- Printing from the teaching laptops and iPads is permitted. When printing using the school printer, users should be mindful of the volume of printing. There is restricted access to colour printing/photocopying. Specified codes are assigned to all teachers to log all printing

Physical storage and use of teaching laptops & iPads

- When not in use, teaching laptops and iPads should be stored in their protective bag/casing with their accompanying power cable
- Teaching laptops and iPads should be stored in a locked drawer at the end of each school day, unless the teacher needs to bring it home for the purpose of planning and preparing their class work
- Persons who are assigned teaching laptops and/or iPads are responsible for ensuring its protection, including the securing of same overnight and during school holidays
- If transporting a teaching laptop and/or iPad, it should be stored in the boot of the vehicle, out of sight of any third party
- To reduce the risk of damage to laptops they should be operated from a stable surface and should only be moved about when absolutely necessary
- Insofar as is possible, teaching laptops should be switched off when being moved to reduce the risk of damage to the hard disc. Similarly, iPads should be locked using the button on the side
- Teaching laptops and iPads should be shut down completely when a user is finished. All users should ensure that correct procedures are followed when shutting down and that the teaching laptop/iPad is fully switched off

Upkeep of teaching laptops & iPads

- It is the responsibility of all teachers who are assigned a teaching laptop to ensure anti-virus software is up-to-date. This is set to update automatically and teachers should ensure that the Microsoft Security Essentials symbol is always green, not orange. Updates will require the computer to be connected to the internet
- Users should not interfere with device management or security system software, including, but not limited to, antivirus

- To download teaching-related programs, the teacher should access to an account with elevated rights. Certain system changes need administrative rights. If a teacher wishes to make such a change, they will be prompted to fill in the CETPower user password

Passwords and protection

- All teaching laptops should have three password-protected accounts i.e. CETAdmin, CETPower, Teacher
- Teachers should access the teaching laptop through the 'Teacher' account only
- Teachers may access the CETPower privileges when prompted from the teacher account for the purposes of updating software. Teachers should not log in under this account
- Only staff members designated by the Principal or ICT Committee should have access through the CETAdmin account

Incidental/Personal Use

- The teaching laptops and iPads should not be used for personal use. However, if absolutely necessary, teachers may use their laptops to access secure, safe and trusted information e.g. emails from known senders.
- The downloading of personal programs is strictly prohibited on teaching laptops
- No personal or sensitive information relating to the teacher or other third parties should be stored on these laptops
- Teaching laptops and iPads should not be used by third parties e.g. family members, friends

Communication

- Teachers are asked to check their school email account and Aladdin account each day

Special Educational Needs

- The school recognises the potential of ICT to enhance the learning opportunities for pupils with special needs
- Teaching laptops are provided in the Learning Support rooms, Resource Rooms and English as an Additional Language Room
- Children with specific writing, reading and numeracy needs are using ICT to provide alternative and complementary educational experiences. Laptops, specialised keyboards and other relevant assistive technologies are provided where appropriate.

Exceptional Students

- ICT is used in all classrooms to challenge and extend the educational opportunities for pupils with above average attainment

Maintenance

- The school may negotiate a maintenance contract to support its ICT needs
- Each teacher is asked to lock away their laptop at the end of the day
- Each teacher is asked to delete any confidential information before passing it on to another member of staff
- The laptops are with the teacher and move with them from year-to-year
- The infrastructure team from the ICT Committee will have primary responsibility in ensuring that ICT equipment is maintained and software is kept up-to-date

Donations

- In the past, much of our equipment has been obtained through donations of second-hand equipment
- Due to the additional upkeep and maintenance of this second-hand equipment, the school no longer accepts donations of second hand computer hardware
- Donations may be made in the form of specified financial donation for ICT equipment e.g. corporate sponsorship of internet switches, Parent Association fundraising for iPads

Health and Safety Aspects

- All new computers purchased will comply with European regulations regarding radiation
- Dedicated power points are be installed for all computers, and fused plugs used
- Appropriate seating is made available
- Laptop wires and wires pertaining to other ICT equipment should always be stored and used safely to avoid creating a trip-hazard

Communications Costs

- Eircom ISDN line is supplied to the school at present and internet is supplied by Digiweb through the PDST Technology in Education

Other Related Plans & Policies

<p><i>Plans:</i></p> <ul style="list-style-type: none"> • English – Béarla • Irish – Gaeilge • Maths – Mata • History – Stair • Geography– Tíreolaíocht • Science - Eolaíocht • Visual Arts– Ealaín • Drama– Drámaíocht • Music – Ceol • P.E. – Corpoideachas • S.P.H.E. – O.S.P.S. • Ethical Education – Croí na Scoile 	<p><i>Policies:</i></p> <ul style="list-style-type: none"> • Administration of Medicines • Admissions & Participation including enrolment in the Special Class • Anti-bullying • Assessment • Closed Circuit Television CCTV • Code of Behaviour • Critical Incident Management • Dignity at Work • Garda Vetting • Health Eating • Homework • Information & Communication Technologies (ICT) [including former Acceptable Usage Policy & Teaching Laptop & iPad Policy] • Induction of Newly Qualified Teachers • Non-staff Access Procedures • Parental Involvement • Record Keeping & Data Protection • Relationship & Sexuality Education (R.S.E.) • Safety, Health & Welfare including Safety Statement 	<p><i>Practices & Procedures:</i></p> <ul style="list-style-type: none"> • Arrival & Dismissal of Pupils • Best Practice in Child Protection • Children with Special Educational Needs – Child Protection • General Conduct • Guest Speakers/Visitors • Internet Safety • One-to-one teaching • Mobile Phones • Recruitment and Selection of Staff • Supervision Procedures • Toileting / Intimate Care
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	<ul style="list-style-type: none">• Safeguarding Staff• Safeguarding Children• Special Education Needs• Substance Use Policy	–	
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Success Criteria

The school wide implementation of this policy will result in:

- Best practice when using ICT for the entire school community, including safe usage, maintenance and ergonomics
- ICT being incorporated into all subjects on the curriculum, in order to foster the development of thinking and learning skills such as managing enquiry, assessing information, solving problems and expressing ideas
- Use of the policy to support all members of the school community in practices and procedures in relation to teaching laptops, iPads and desktops (along with similar technologies)
- Use of the policy to support practices and procedures in relation to the school website
- Ensuring the Acceptable Usage Policy is up-to-date, relevant and used

Roles and Responsibility

The following people have particular responsibilities for aspects of this policy:

- Parents
- PDST Technology in Education
- Teaching staff
- Principal
- SNAs
- Pupils
- Secretary
- ICT Committee
- Board of Management

Implementation Date

This policy is ongoing and all amendments/updates will be implemented with immediate effect

Timetable for Review

The operation of this policy will be reviewed biennially from school year 2014/2015 on

Ratification & Communication

The policy was circulated to the members of the Board of Management prior to the meeting in November 2016. It was formally ratified on _____.

Notification that the plan is available for viewing will be communicated to the parents in the next School Communication. It will be available for viewing by appointment in the office.

Signed: _____
CHAIRPERSON of the BOM

Date: _____

References

- www.ippn.ie

Appendix 1

Equipment list

Version	Updated By	Date updated	Summary of update	Comments
Initial Version - Version 1	Aileen	03/3/2013	Current Hardware Audit	needs to be updated regularly
	Jamie	11/3/2013	Added 3 PCs I reinstalled	
	Aileen	11/3/2013	Added some Heron's Wood equipment	
	Aileen	14/3/2013	Added some Heron's Wood & Portgate equipment details	
	Aileen	20/3/2013	Added last Heron's Wood equipment	
	Aileen	10/6/2013	Updated Heron's Wood flat screens	
	Aileen	18/09/2013	Added new laptops & Inventory summary	
	Aileen	26/02/2014	Updated equipment classroom locations, and added smartboards	
	Aileen	05/03/2014	More updates	
	Aileen	12/05/2014	Some warranty info	
	Christine	06/09/2014	New equipment	
	Christine	8/9/2014	Some warranty info	
	Christine	29/10/2014	New laptops included	Need to label and amend locations of desktops & laptops in coming month
Version 2	Christine	22/05/2015	New pages for iPads & Visualisers & updated information	Label each visualiser & iPad accordingly
Version 3	Owen, Grace, Cormac	7/10/2015		
Notes:				
This is a spreadsheet used to begin and maintain an audit of ICT equipment in the school.				
Appropriate notes should be added here to keep track when the document is updated and by who etc				

Inventory Summary	Purchase Date	Purchase Price / Replacement Cost	Quantity	Nov 2014 Value
Smartboards	most recent - 2014	1200	13	15600
Projectors	most recent - 2014	700	13	9100
Speakers	2010-2014	50	13	450

NAS Box	Summer 2013	817	1	817
New PoE Switches	Summer 2013	430	1	430
New Switches	Summer 2013	170	3	510
Laptops	most recent - 2014	500	49	24500
iPads	2010 - 2015	500	6	3000
Office Desktop	Summer 2014	700	1	700
BOM Desktop	2010 - 2012	500	1	500
Classroom Desktops	Donated	150	26	3900
FrontRow Sound system	2014	850	1	850
Laminators	2010 - 2012	100	2	200
Shredder	2010 - 2012	60	1	60
Wireless routers (new)	September 2013	500	9	4500
Wireless controller	September 2013	2000	1	2000
Visualisers	2013-2015	400	11	4400
			Total	71517

Promethean	DLP HDMI	1	V009	5		2 Pulse speakers	?	?	
Promethean	DLP HDMI	1	V007	6		2 E-dis speakers	?	?	
Promethean	? Epson	1	V001	7		2 E-dis speakers	?	?	
Promethean	? Epson	1	V004	8		2 E-dis speakers	Jan 2012	?	
Promethean	DLP HDMI	1	V003	9		2 E-dis speakers	?	?	
Promethean	? Epson	1	V006	11		2 Pulse speakers	?	?	
Promethean	?	1	V008	12		1 long E-dis speaker			
Promethean	? Epson	1	V005	13		1 long E-dis speaker	?	?	
NEC	M260XS	1	V011	14		2 speakers	Aug. 2013	Yes ?	
Epson	EB-470	1	V012	16		2 Sahara speakers	Nov. 2013	Yes ?	
Epson	EB-570	1	V013	1	UKKF430017L	2 Sahara speakers	July 2014	5 yr lamp & projector	warranty tracking number- 642802495
Epson	EB-570	1	VO14	2	UKKF430015L	2 Sahara speakers	July 2014	5 yr lamp & projector	warranty tracking number- 642802778
Smart	SB680	1	with V010	4	SB680-M2-D99588		Nov. 2013	Yes ?	
Smart	SB680	1	with V009	5	SB680-M2-E19663		Aug. 2013	16/11/2018	
Smart	SB680	1	with V007	6	SB680-M2-E19682		Aug. 2013	16/11/2018	
Smart	SB680	1	with V001	7	SB680-M2-E19624		Aug. 2013	16/11/2018	
Smart	SB680	1	with V004	8	SB680-M2-E19650		Aug. 2013	16/11/2018	
Smart	SB680	1	with V003	9	SB680-M2-E19649		Aug. 2013	16/11/2018	
Smart	SB680	1	with V006	11	SB680-M2-E19626		Aug. 2013	16/11/2018	

Smart	SB680	1	with V008	12	SB680-M2-E19615		Aug. 2013	16/11/2018	
Smart	SB680	1	with V005	13	SB680-M2-E19629		Aug. 2013	16/11/2018	
Smart	SB680	1	with V011	14	SB680-M2-E19645		July 2013	16/11/2018	
Smart	SB680	1	with V012	16	SB680-M2-D99667		Nov. 2013	Yes ?	
Smart	SB480i	1	with V013	1	SB480-M2-018514		July 2014		
Smart	SB480i	1	with V014	2	SB480-M2-018509		July 2014		
Smart	SB480i	1		10	G032HW06S0922	2 SPEAKERS	July 2015		NEED EQUIPMENT LABEL
Smart	SB480i	1		15	G032HW06S0986	2 SPEAKERS	July 2015		NEED EQUIPMENT LABEL
Smart	SB480i	1		3	G032IW16S0030		August 2016	31/10/2018	

Notes:

Ensure spare lamp units are available for all projectors

Remove and clean the dust filters on projectors regularly (ie Monthly), as some rooms may be quite dusty.

Manufacturer/ Supplier	Model	Teacher / Owner	CETNS Equipment Label	Computer Name	Operating System	OS Version	Memory	AntiViruses	Software Used	Purchase Date/month	Warranty Details	Actions required	Comments
Asus - Broken DVD drive Oct 2015 (Replaced March 2016)	X551C	Calum Crotty	L002	CETNS	Windows 8.1		6GB	MSE on	Zoomtext MS Office, Chrome	March 2013	?		Purchased at PCWorld
HP	Probook 455 G2	Yvonne	n/a	CETAdmin-HP	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, VLC Player, Adobe Reader, Chrome	February 2015	3 year		Supplier: Sord Data
HP	Probook 455 G2	Spare student laptop	n/a	CETAdmin-HP	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, VLC Player, Adobe	February 2015	3 year		Supplier: Sord Data

									Reader, Chrome				
HP	Probook 455 G2	Deirdre	n/a	CETAdmin-HP	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, VLC Player, Adobe Reader, Chrome	February 2015	3 year		Supplier: Sord Data
HP	Probook 455 G2	Frank	n/a	CETAdmin-HP	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, VLC Player, Adobe Reader, Chrome	February 2015	3 year		Supplier: Sord Data
HP	Probook 455 G2	Owen	n/a	CETAdmin-HP	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, VLC Player, Adobe Reader, Chrome	February 2015	3 year		Supplier: Sord Data
Asus	X551C	Resource room	n/a	E3NOCX878464149	Windows 10	SP1	4 GB						Supplier: PCPeripherals
HP	Probook 455 G2	Hilary	n/a	CETAdmin-HP	Windows 7 Professional	SP2	4 GB						
Asus	X551C	Paddy	n/a		Windows 7 Professional	SP3	4 GB						
Asus	A52F	Miriam	L007	CarrigalineETNS	Windows 7 Home Premium	SP 1	3GB	MSE on	LibreOffice, Real Player, Firefox,		None Active		Purchased at PCWorld

									I.E., Adobe Reader, BrainSnack				
Toshiba	Satellite L755D	Amy	L006	CETNSNo.3-TOSH	Windows 7 Home Premium	SP 1	6GB	MSE on	MS Office, Chrome, Adobe (Reader, Flash Pl., s/wave Pl.), Real Player, iTunes		None Active		Purchased at PCWorld
Asus	X551C	Rory	L002	CETNS	Windows 10		6GB	MSE on	MS Office, Chrome	March 2013	?		Purchased at PCWorld
Dell	Vostro 1015	Sinead Harte	L003	CarrigalineETNS	Windows 7 Professional	SP 1	2GB	MSE on	MS Office 2010, Real Player, iTunes, Skype		Expired 2013		
Acer	TravelMate P253	Trish	L008	L008	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	July 2013	3 year		Supplier: PCPeripherals
Acer	TravelMate P253	Martina	L009	L009	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	July 2013	3 year		Supplier: PCPeripherals
Acer	TravelMate P253	Maria	L010	L010	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe	July 2013	3 year		Supplier: PCPeripherals

									Reader, Chrome				
Acer	TravelMate P253	Carol Anne	L011	L011	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	July 2013	3 year		Supplier: PCPeripherals
Acer	TravelMate P253	Brid	L012	L012	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	July 2013	3 year		Supplier: PCPeripherals
Acer	TravelMate P253	Cormac	L013	L013	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	July 2013	3 year		Supplier: PCPeripherals
Acer	TravelMate P253	Grace	L014	L014	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	July 2013	3 year		Supplier: PCPeripherals
Acer	TravelMate P253	David	L015	L015	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	July 2013	3 year		Supplier: PCPeripherals
Acer	TravelMate P253	Christine/Sinead O'B	L016	?	Windows 7 Professional	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe	July 2013	3 year		Supplier: PCPeripherals

									Reader, Chrome				
Asus	X551C					SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
		Caroline	L023		Windows 10								
Asus	X551C					SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
		Amy	L024		Windows 8.1								
Asus	X551C								MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014			Supplier: PCPeripherals
		Classroom 1	L025		Windows 8.1	SP 1	4 GB	MSE on			3 year		
	X551C								MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014			Supplier: PCPeripherals
Asus		Classroom 1	L026		Windows 8.1	SP 1	4 GB	MSE on			3 year		
	X551C								MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014			Supplier: PCPeripherals
Asus		Classroom 2	L027		Windows 8.1	SP 1	4 GB	MSE on			3 year		

Asus	X551C	Classroom 2	L028		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 2	L028		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 5	L029		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 5	L030		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 6	L031		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe	October 2014	3 year		Supplier: PCPeripherals

									Reader, Chrome				
Asus	X551C	Classroom 6	L032		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeriphera ls
Asus	X551C	Classroom 7	L033		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeriphera ls
Asus	X551C	Classroom 7	L034		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeriphera ls
No student laptop		Classroom 8											
No student laptop		Classroom 8											
Asus	X551C	Classroom 9	L037		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeriphera ls

Asus	X551C	Classroom 9	L038		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 11	L039		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 11	L040		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Lenovo	G580	Classroom 12	L041										
Asus (with Zoomtext)	X551C	Classroom 12	L042		Windows 8.1	SP 1	4 GB	MSE on	Zoomtext MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 13	L043		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013,	October 2014	3 year		Supplier: PCPeripherals

									Real Player, Adobe Reader, Chrome				
Asus	X551C	Classroom 13	L044		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 14	L045		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 14	L046		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 16	L047		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals

Asus	X551C	Classroom 16	L048		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 1	L049		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 1	L049		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 2	L050		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeripherals
Asus	X551C	Classroom 2	L050		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe	October 2014	3 year		Supplier: PCPeripherals

									Reader, Chrome				
Asus	X551C	Classroom 2	L050		Windows 8.1	SP 1	4 GB	MSE on	MS Office 2013, Real Player, Adobe Reader, Chrome	October 2014	3 year		Supplier: PCPeriphera Is

Manufacturer/Supplier	Model	Quantity	CETNS Equipment Label	Classroom No.	Serial Number	Software	Purchase Date/month	Warranty Details	Supplier
Lumens	DC125	1	V05	1	D32C03436	Ladybug 2.0	February/March 2015	Unknown	Toomey AV
Lumens	DC125	1	V01	2	D32B04936	Ladybug 2.0	February 2014	Unknown	Toomey AV
Lumens	DC125	1	V06	5	D32B20615	Ladybug 2.0	February/March 2015	Unknown	Toomey AV
Lumens	DC125	1	V07	6	D32B20618	Ladybug 2.0	February/March 2015	Unknown	Toomey AV
Lumens	DC125	1	V08	7	D32C03406	Ladybug 2.0	February/March 2015	Unknown	Toomey AV
Lumens	DC125	1	V09	8	D32B20416	Ladybug 2.0	February/March 2015	Unknown	Toomey AV
Lumens	DC125	1	V02	9	D32B05370	Ladybug 2.0	February 2014	Unknown	Toomey AV
Lumens	DC125	1	V10	11	D32C03429	Ladybug 2.0	February/March 2015	Unknown	Toomey AV
Lumens	DC125	1	V03	12	D32B05386	Ladybug 2.0	February 2014	Unknown	Toomey AV
Lumens	DC125	1	V04	13	D32B05385	Ladybug 2.0	February 2014	Unknown	Toomey AV
Lumens	DC125	1	V11	14	D32B05370	Ladybug 2.0	February/March 2015	Unknown	Toomey AV

Manufacturer/ Supplier	Model	Teacher / Owner / Storage controller	CETNS Equipment Label	Memory	Serial Number	Purchase Date/month
Apple	iPad	Cormac	CETNS 1	16GB	DN6H6WQQDFHW	
Apple	iPad	Cormac	CETNS 2	16GB	DMPJV6EUDFHW	
Apple	iPad	Cormac	CETNS 3	16GB	DMQJVE1NDFHW	
Apple	iPad	Cormac	CETNS 4	16GB	DMQJVK98DFHW	
Apple	iPad Air	Cormac	CETNS 5	16GB	DMQP91TFFK14	1-May-2015
Apple	iPad Air	Cormac	CETNS 6	16GB	DMQPCDCBFK14	1-May-2015
Apple	iPad Air	Cormac	CETNS 7	16GB	DMQPC9C0FK14	1-May-2015
Apple	iPad Air	Cormac	CETNS 8	16GB	DMQPCDJ2FK14	1-May-2015
Apple	iPad Air	Cormac	CETNS 9	16GB	DMQPCD85FK14	1-May-2015
Apple	iPad Air	Cormac	CETNS 10	16GB	DMQPCEHKFK14	1-May-2015
Apple	iPad Air	Cormac	CETNS 11	16GB	DMQPH73HFK10	1-Jun-2015
Apple	iPad Air	Cormac	CETNS 12	16GB	DMPPHBZGFK10	1-Jun-2015
Apple	iPad Air	Cormac	Multi Class	64GB	DMPNJ1P2G5YM	1-Nov-2014
Apple	iPad Air	Christine	CB iPad	16GB	DMQN5G5WFK10	
Apple	iPad Air	Cormac	LD iPad	16GB	DMRN45KYFK10	
Apple	iPad Air	Cormac	CETNS13	16GB	DMPKPTPFK14	1-Jun-2015
Apple	iPad Air	Cormac	CETNS14	16GB	DMPKGW1FK14	1-Jun-2015
Apple	iPad Air	Cormac	CETNS15	16GB	DMPKH2CFK14	1-Jun-2015
Apple	iPad Air	Cormac	CETNS16	16GB	DMPKHBKFK14	
Apple	iPad Air	Cormac	CETNS17	16GB	DMPKN2UFK14	
Apple	iPad Air	Cormac	CETNS18	16GB	DMPKPBTFK14	

Desktop Computers												
Manufacturer/ Supplier	Model No	Equipment No (for identification purposes etc)	Computer Name	Operating System (OS)	OS Version	Classroom No.	Memory	Supplier	Purchase Date/month	Warranty & Expiry	Monitor	Actions required
HP	Pavilion Slimline	D021	CETNS-HP	Windows 7 Home Premium		Office PC	3GB	HP	?	N/A	S021: HP S2031a flat monitor	
Dell	Optiplex 170-L	D002	JOB.	Win XP	SP-3	5	1GB		Donated	N/A	S003: Phillips flat monitor	
HP	d330m	D027		Win XP	SP-3	5	512MB		Donated		?	check logins

IBM	ThinkCentre	D018	? start-up error	Win XP		6			Donated	N/A	No monitor	PC not connected, left in corner
Dell	Optiplex GX 270	D020				6			Donated	N/A	S030: LG Flatron L1730B	
Dell	Optiplex 170-L	D016	?	Win XP		7	2GB		Donated	N/A	S019: HP 1740 flat monitor	
Dell	Optiplex 170-L	D022	duke.	Win XP	SP-3	7	1GB		Donated	N/A	S022: Compaq TFT5015 flat monitor	
Dell	Dimension 3000	D025		Win XP		7					S026: HP L1706 flat monitor	Login Owen Hennessy only, usual logins needed?
Dell	Optiplex GX 270	D024	Anfield	Win XP	SP-2	8			Donated	N/A	S025: LG Flatron L1730B	
Dell	Optiplex GX 270	D017	LEGO	Win XP		9			Donated	N/A	S009: Phillips flat monitor	
Dell	Precision 380	D003	Hookpla	Win XP	SP-3	11	2GB		Donated	N/A	S011: Phillips flat monitor	
Dell	Precision 380	D007	rob4.	Win XP	SP-3	11	2GB		Donated	N/A	S007: Phillips flat monitor	
Dell	Precision 380	D010	deirdre3.	Win XP	SP-3	11	2GB		Donated	N/A	S010: Phillips flat monitor	
Dell	Dimension 3000	D026				11					no label: Fujitsu Siemens	check logins
Dell	Optiplex GX 270	D005	Bullet	Win XP	SP-3	12	2GB		Donated	N/A	S002: NOC flat monitor	
HP	Compaq	D013	ROBLOX?	Win XP		12			Donated	N/A	S006: Phillips flat monitor	
Dell	Precision 380	D008	Galley	Win XP	SP-3	13	2GB		Donated	N/A	S029: Samsung SyncMaster 940Fn	
Dell	Optiplex 170-L	D015	SHORT	Win XP	SP-3	13	2GB		Donated	N/A	no label: Compaq 1520	
HP	d330m	D028		Win XP	SP-3	13	512MB		Donated		S005: Dell CRT monitor	check logins, desktop label needed.
Dell	Optiplex GX 270	D001	fastnet.	Win XP	SP-3	14	2GB		Donated	N/A	S001: NOC flat monitor	

Dell	Optiplex GX 270	D014	ollie	Win XP	SP 3	14	2GB		Donated	N/A	no label- Dell flat monitor	
Dell	Optiplex GX 270	D004	Blasket	Win XP	SP 3	15	2GB		Donated	N/A	S004: Dell CRT monitor	Set up for Rob, CET Admin & CET BMO logins only. IP 10.10.1.3
Dell	Optiplex GX 270	D012	JUMP?	Win XP		16			Donated	N/A	S018: HP 1740 flat monitor	
Dell	Optiplex GX 270	D023	Juggler	Win XP	SP 2	16			Donated	N/A	S031: LG Flatron L1730B	
Fujitsu	Esprimo P420	D024	CETNS OFFICE	Win 7	SP 1	Office PC	4 GB	KD Systems	July 2013	3 year	AOC: E2250SWDN/K, 21.5" Monitor: DVI, Speakers	
Unused Desktops												
Dell	Optiplex GX 270	D004	Blasket	Win XP	SP 3	15	2GB		Donated	N/A		Not set up
Dell	Precision 380	D006	rob3.	Win XP	SP 3	15	2GB		Donated	N/A		Not set up
Dell	Precision 380	no label	?	Win XP	SP 3	15	2GB		Donated	N/A		Not set up
Dell	Optiplex 170 L	D019	? no known login	Win XP		15			Donated	N/A		Not set up
Dell	GX260	Jamie		WinXP	SP 3	15	1GB		Donated			Not set up
2013 AUDIT												
Dell	Precision 380		Youghal	Win XP	SP 3		2GB		Donated	N/A		Missing or Missed somewhere?
Unused Screens												
2 x Dell UltraSharp flat monitors						15						
S027: Samsung SyncMaster						15						

940Fn, big kid-friendly keyboard															
Lenovo flat monitor						15									

Servers															
Manufacturer / Supplier	Model	Equipment No (for identification purposes etc)	Operating System	OS Version	Location	Purchase Date/month	Warranty	Memory	Hard Disks	Warranty Expiry	Purchased From	A/V	Version	Actions required	Comments
Synology	DiskStation DS412+	Server name ETSERVER	Running on Synology DiskStation Manager (DSM)		DCC	May 2013	2 year	205.68 MB/sec Reading, 182.66 MB/sec Writing	8tb storage (4 x 2tb disks in raid 5)	May 2015	CMS Distribution €817 Zahir 0949374000				IP 10.10.1.2

School Local Area Network (LAN)									
Manufacturer/Supplier	Supplier	CETNS Equipment Label	Details	Comments	Locations	Install date/month	Warranty	Comments	
Netgear Switch (ProSafe 24 Port)	Misco ? donated		GS724TP-100EUS POE switch	£298.99 (£358.79 inc VAT)	DCC	Sept 2013	?	IP 10.10.1.31 & .32 belong to two of these switches	
Netgear Switch (ProSafe 24 Port)	Misco ? donated		GS724T-300EUS managed	£114.99 (£137.99 Inc VAT)	DCC	Sept 2013	?		
Netgear Switch (ProSafe 24 Port)	Misco ? donated		GS724T-300EUS managed	£114.99 (£137.99 Inc VAT)	DCC	Sept 2013	?		
Sonic (firewall)	Donated		TZ190						
Cisco	NCTE	N002	Router/Firewall	Managed by NCTE; Cisco 800 Series Router	DCC				
Imagine	Netgear	N004	Broadband Modem		DCC				

Wireless Routers								?
Wireless Controller								?
Note on Telephone Lines: 021-43743##			61 - TEL; 57 - NET; SEC - 58; 60 - LIFT					
Note: Old network cables on left of server rack, and some new ones in box						DCC		Discard old?
Note: Lots of boxes on right of server rack to be discarded, left from network install						DCC		

Other ICT Equipment							
Type of ICT	Manufacturer/Supplier	Model	Classroom No.	Purchase Date/month	Warranty Details	Actions required	Comments
Photocopier / Printer			Office & Upstairs SET Room R213				On Rental contract with Office IP 10.10.1.50, and Upstairs IP 10.10.1.51
Sound system	Frontrow	ProDigital OptiVoice	11				device plus 4 speakers on walls around room
Piano (digital)	Yamaha	Arius	3				
Keyboard			10				Climbing frame room
Keyboard			R214				EAL room, locked
DVR	IC	Realtime DVR	Office				
Public Address System	Inter M	PAM-120A	Office				
Ring Binder	Fellowes	Pulsare300	Office				
Spare hard drive	Median	HDrive 2Go	Office				
Shredder		Rexel v120	Office				
Laminator			Office				
Label Printer	Brother	QC-570	Office				
Label Printer	Dymo	LabelWriter400	15				Connected to Rob's PC
Laminator	GBC	Quickstart H420	16				In corner, used?
2014 Unused equipment							
Keyboard organ	Yamaha	Electone HS-8	3				

TV	Thomson		3				
Fax	Brother		3				
Keyboard	Casio	LK-35	3				
Printer	HP	PhotoSmart C6180 All-in-One	Principal's Office				Not connected
Scanner	HP Scanjet 2400	Scanjet 2400	15				
Computer speakers	2-sets		15				
Various keyboards & other peripherals			15				
Old networking equipment			15				
Old wireless routers			DCC				On floor at right, also empty boxes from network install to discard

Appendix 2

Acceptable Usage Policy

The aim of this Acceptable Use Policy (AUP) is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

It is envisaged that school and parent representatives will revise the AUP biennially. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AUP was created on 14 January 2010 by the Policy Committee, made up of 2 parents, 2 teachers and 2 members of the Board of Management. It was reviewed and revised in 2012 & 2014 by the Policy Committee. It was most recently reviewed and revised in 2016 by the Policy Committee.

Vision

It is envisaged that the Acceptable Usage Policy would reflect the overall ethos of the school which states:

Carrigaline Educate Together N.S. is one of a number of equality-based schools throughout the country. The representative organisation for these schools is 'Educate Together'.

Educate Together aims to meet a growing need in Irish society for schools that recognise the developing diversity of Irish life and the modern need for democratic management structures. In particular, Educate Together guarantees children and parents of all faiths and none equal respect in the operation and governing of education.

The schools operated by the member associations of Educate Together are fully recognised by the Irish Department of Education and Science and work under the same regulations and funding structures as other national schools. However, they have a distinct ethos or governing spirit. This has been defined in the following terms:

- **Equality-based** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected
- **Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities,
- **Child centred** in their approach to education
- **Democratically run** with active participation by parents in the daily life of the school, whilst positively affirming the professional role of the teachers (*Source: Educate Together Charter*)

Whilst the concepts of child-centeredness and co-educationalism are now widely accepted in Irish primary education, what distinguishes the Educate Together schools is their hard work in developing a culturally inclusive and democratic ethos. This has pioneered unique approaches to inclusion of minority opinions and faiths in the Irish context.

The schools have developed education programmes which open the eyes of children to the naturally positive contribution that social, religious and cultural diversity and difference of viewpoint and opinion make to society.

The other characteristic feature of these schools is that they are democratically organised and governed. This maximises the potential for building a genuine partnership between the professional, objective role of the teacher and the necessarily personal involvement of the parent in contributing to their children's education.

Information taken from the Educate Together website www.educatetogether.ie

Carrigaline Educate Together N.S. makes the distinction between denominational education and moral/religious education. The ethical curriculum followed by the school is called the Learn Together Curriculum. It is comprised of four strands: *Morality & Spirituality, Equality & Justice, Belief systems, Ethics & the environment.*

The Acceptable Usage Policy recognises and endeavours to adopt the values that are set out in the ethos of the school. It attempts to support and sustain a harmonious environment in which potential is nurtured through the co-operation between staff, pupils, parents, board members and all other relevant parties.

School's Strategy

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the internet. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material
- The school will regularly monitor pupils' Internet usage
- If necessary, students and teachers will be provided with training in the area of Internet safety
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and set to update on a regular basis (Microsoft Security Essentials)
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute

World Wide Web

- Students are not permitted to intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students must report accidental accessing of inappropriate materials in accordance with school procedures
- Students will use the Internet for educational purposes only
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement)
- Students should never disclose or publicise personal information
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons

Email

- Students will use approved class email accounts under supervision by or permission from a teacher
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or photos
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet
- Students will note that sending and receiving email attachments is subject to permission from their teacher
- Internet chat is only permitted with specified people under the supervision of the teacher
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication that have been approved by the school
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised
- Usernames will be used to avoid disclosure of identity
- Face-to-face meetings with someone organised via Internet chat will be forbidden

School Website & Blogs

- Pupils will be given the opportunity to publish projects, artwork or school work on the website/blogs in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- The website/blogs will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff
- Website/blogs facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details
- The publication of student work will be co-ordinated by a teacher
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. These will not be published on the school website without the parental permission. Content focusing on individual students is not permitted. Video clips may be password protected
- Personal pupil information including home address and contact details will be omitted from school web pages
- The school website/blogs will avoid publishing the first name and last name of individuals in a photograph
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web
- Pupils will continue to own the copyright on any work published

Personal Devices

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

Permission Form

Please review the attached school Internet Acceptable Use Policy, tick **both** paragraphs, sign and return this permission form to the principal/secretary/classroom teacher.

Name of Pupil: _____

Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

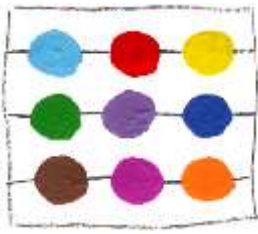
I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

In relation to the school website and blog, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph **I do not accept the above paragraph**
(Please tick as appropriate)

Signature: _____ Date: _____

Address: _____ Telephone: _____



Appendix 3 - Permission Slips

1. **Internet Use**
I give permission to my child _____ to use school internet facilities, under teacher supervision. Acceptable usage policy will be issued to all parents with further details.
Signed _____ Date _____
2. **Photographs**
I give consent to CETNS to take photographs of my child _____ for display and archive purposes.
Signed _____ Date _____
3. **Photos on Website**
Occasionally, photos will be posted on our school website (group photos only). I give my consent to C.E.T.N.S. to post group photos which include my child _____ on the school website.
Signed _____ Date _____
4. **Incidental Trips**
I give my consent to the school to take my child _____ on incidental trips in the locality (nature walks, park, etc.)
Signed _____ Date _____
5. **The Stay Safe Programme**
I give permission to my child _____ to participate in the Stay Safe Child Protection Programme. (Please ask teacher for information if you are concerned about the content.)
Signed _____ Date _____
6. **Photographs in Newspapers**
I give my consent to photographers from newspapers to take photos of my child for publication. (This happens occasionally in Schools during special events for first day at school)
Signed _____ Date _____
7. **Relationships & Sexuality Programme**
I give permission for my child _____ to participate in the RSE Programme. Information on contentious issues will be given to your child before the lessons happen in the 3rd term
Signed _____ Date _____
8. **Please provide email address for school communications _____**
Signed _____ Date _____
9. **Please list 1 mobile number to be used for texts from school**
Signed _____ Date _____

If you are concerned about any of these, please call to the school and speak to a teacher.