Grangemockler N.S.

Device Management Plan 2026

Purpose

The purpose of this plan is to ensure that all ICT devices at Grangemockler NS are managed effectively, safely, and sustainably, in line with the school's ICT Policy, Digital Learning Plan, and Acceptable Use Policy.

This plan covers:

- Device acquisition
- Deployment and allocation
- Maintenance and support
- Security and safety
- Monitoring and evaluation
- Retirement and disposal

Scope

This plan applies to all:

- School-owned devices (laptops, tablets, desktops, interactive whiteboards, printers, networking equipment)
- Staff-owned devices used for school purposes (with permission)
- Storage, use, and disposal of digital content on these devices

Device Acquisition & Procurement

- Needs assessment: Devices will be purchased based on curriculum requirements, the Digital Learning Plan, and current inventory levels.
- Approval: Purchases must be approved by the Principal in consultation with the ICT Coordinator and Board of Management.
- Funding: Devices will be sourced through the school budget, grants, or donations.
- Specifications: Devices must meet current teaching requirements and be compatible with existing infrastructure.

Deployment & Allocation

- Teacher laptops: One per mainstream classroom.
- Tablets: 27 devices shared amongst school, stored in a secure mobile trolley.
- Interactive Whiteboards & Projectors: Permanently installed in classrooms. Access to Mobile IWB.
- Administrative devices: Principal and Secretary each have dedicated devices.
- SEN devices: 5 Laptops available
- Software: Devices must have approved software installed, with licenses tracked centrally.

Maintenance & Support

- Updates: All devices must have regular OS and software updates installed.
- Anti-virus & Security: anti-virus installed by Solve IT on all devices, updated automatically.
- Repairs: Minor repairs handled in-house; major repairs referred to Solve IT.
- Technical Support: ICT Coordinator to liaise with service providers or local Education Centre as needed.
- Monitoring: Device usage and performance monitored regularly.

Security & Safety

- Access: Devices are password protected.
- Network: Use PDST Schools Broadband with filtering and firewall where applicable.
- Storage: Devices stored securely when not in use.
- Data: Pupils and staff must comply with GDPR and the school's Data Protection Policy.
- Mobile Devices: Staff must not leave devices unattended or unsecured.
- Staff Personal Devices may be used in different circumstances as a teaching tool / resource. – Student information should not be stored on teachers own devices, delete once uploaded.

Device Usage & Monitoring

- Classroom Use: Teachers supervise all student device use.

- Acceptable Use Policy: All users must adhere to the school's AUP.
- Inventory Tracking: ICT Coordinator maintains a live inventory of all devices, including location, condition, and assigned user.
- Monitoring Tools: Tablets and laptops may use Mobile Device Management (MDM) software to manage apps and updates.
- Student Contract to be signed annually.

Retirement & Disposal

- Lifecycle: Devices expected to last 4–6 years (depending on type).
- Replacement: Devices nearing end-of-life are reviewed by the ICT Coordinator and replaced as budget allows.
- Data Wiping: Before disposal, all devices are securely wiped to remove personal and school data.
- Environmentally Friendly Disposal: Devices are disposed of in accordance with local e-waste regulations.

Roles & Responsibilities

Role	Responsibility
Board of Management	Approve purchases and policies; oversee ICT budget
Principal	Day-to-day oversight; approval of purchases; liaise with ICT Coordinator
ICT Coordinator	Maintain inventory, ensure updates, supervise maintenance, train staff
Teachers/Staff	Use devices responsibly, report faults, comply with AUP
Pupils	Use devices responsibly under teacher supervision

Review & Evaluation

- Device management practices will be reviewed annually.
- Inventory and condition of all devices will be updated at least once a year.
- Feedback from staff and pupils will inform future purchases and updates.
- The plan will be revised to reflect new technologies and teaching needs.

Ratification

This Device Management Plan was adopted by the Board of Management of Grangemockler NS on: 11/2/2026

Signed: _____ (Chairperson, BOM)

Signed: _____ (Principal)

Signed: _____ (Teacher Responsible)

Review date: January 2027