



# DOMINICAN COLLEGE

## ICT ACCEPTABLE USE & MOBILE PHONE POLICY

### 1. INTRODUCTION

1.1 The aim of this ICT Acceptable Use Policy (AUP) is to ensure that pupils will benefit from the learning opportunities offered by the school's computer system and resources in a safe and effective manner. The policy also deals with the acceptable use of mobile phones. This policy is devised in conjunction with and is cognisant of our Online Learning Guidelines and Expectations Plan

1.2 Use of the school computer system and internet use is intended for educational purposes only. If the school AUP is not adhered to, this access may be withdrawn and appropriate sanctions will be imposed. Misuse of the school's computer system, resources or internet may result in disciplinary action, including written warnings, withdrawal of access, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

1.3 When using the school computer system, resources and internet and their mobile phones, pupils, parents and staff are expected:

- a) To treat all resources with care and respect at all times.
- b) To treat others with respect at all times.
- c) Not damage any of the school's computer resources.
- d) Not undertake any actions that may bring the school into disrepute.
- e) Respect the right to privacy of all other members of the school community.
- f) Respect copyright and acknowledge creators when using online content and resources.

1.4 This Acceptable Use Policy applies to pupils who have access to and are users of the Dominican College computer system, resources and internet. It also applies to members of staff, volunteers, visiting speakers, parents, guardians, and others who access the Dominican College computer system.

1.5 The school reserves the right to apply its ICT policy and associated codes of positive behaviour and anti-bullying policies in respect of incidents that occurs at a location, activity, function or program that is not school related if in the opinion of the Principal and/or Board of Management the alleged incident has created a hostile environment at school and/or has materially or substantially disrupted the education process or the orderly operation of the school. In such cases, Dominican College may inform parents/guardians and/or the appropriate authorities, of incidents of inappropriate online behaviour that take place inside or outside of school and impose the appropriate sanctions.

1.6 Dominican College implements the following strategies on promoting safer use of the internet:

- a) Pupils are provided with education in the area of internet safety as part of our Wellbeing, SPHE, CSPE and Digital Literacy curriculum.
- b) Teachers may be provided with continuing professional development opportunities in the area of internet safety.

1.7 This policy and its implementation will be reviewed by the following stakeholders:

- a) Board of Management
- b) Teaching staff
- c) Pupils
- d) Parents

1.8 Should serious issues of online safety or misuse of the school computer system take place, the Principal or Deputy Principal should be informed.

1.9 The implementation of this Acceptable Use Policy will be monitored by school management.

## **2. CONTENT FILTERING**

2.1 Dominican College is compliant with and is regulated by the PDST internet providers for all schools in Ireland and implements the following level on content filtering on the Schools Broadband Network:

- Level 4: This level allows access to millions of websites including games and YouTube, and blocks access to websites belonging to the ‘personal websites’ category and websites such as Facebook belonging to the ‘Social Networking’ category. This level also blocks access to inappropriate material such as pornography, violence etc.,

2.2 Pupils taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

### **3. WEB BROWSING AND DOWNLOADING**

3.1 Pupils will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

3.2 Pupils will report accidental accessing of inappropriate materials in the classroom to their teacher.

3.3 Pupils and staff will be aware that the use of the school computer system and resources to distribute or receive information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

3.4 Pupils will use the school's internet connection only for educational and career development activities.

3.5 Pupils will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

3.6 Pupils will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

3.7 Use of file sharing and torrent sites to illegally download material is not allowed.

Downloading by pupils of materials or images not relevant to their studies is only allowed with staff permission. Non-educational, gaming and social media apps must not be downloaded.

Dominican College provides all users with cloud based storage and the use of external storage devices is not required or allowed.

Users will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring Dominican College into disrepute.

### **4. EMAIL AND MESSAGING**

- 4.1 Each student will be issued with a school @taylorshill.ie email account and password for educational purposes only and for school use only. This account will remain the property of the Dominican College.
- 4.2 The use of personal email accounts by students is not permitted.
- 4.3 Pupils should not under any circumstances share their email account login details with other pupils.
- 4.4 Pupils will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- 4.5 Pupils should immediately report the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- 4.6 Pupils should avoid opening emails that appear suspicious.
- 4.7 Parents should not email teachers directly unless requested by the teacher to do so. Emails to teachers should come through the school office.
- 4.8 All issues concerning a student from a parent (illness, absence/homework should be sent through the official Taylors Hill email which is [office@taylorshill.ie](mailto:office@taylorshill.ie)

## **5. SOCIAL MEDIA**

5.1 The following statements apply to the use of messaging, blogging and video streaming services in Dominican College:

- a) Use of instant messaging services and apps including Snapchat, WhatsApp, G Chat, Instagram, TikTok etc. is not allowed in Dominican College. Please note that this list is not exhaustive.
- b) Use of blogs or other similar resources such as Word Press, Tumblr etc. is only allowed with the express permission of teaching staff.
- c) Use of video streaming sites such as YouTube and Vimeo etc. may only be used with express permission from teaching staff.

- d) Staff and pupils must not use social media and the internet in any way to harass, insult, abuse or defame pupils, their family members, staff, other members of the Dominican College community
- e) Staff and pupils must not discuss personal information about pupils, staff and other members of the Dominican College community on social media.
- f) Staff and pupils must not use school email addresses for setting up personal or public social media accounts or to communicate through such media.
- g) Staff and pupils must not engage in activities involving social media which might bring Dominican College into disrepute.
- h) Staff and pupils must not represent their personal views as being those of Dominican College on any social medium.

## **6. PERSONAL DEVICES/ MOBILE PHONES**

6.1 Pupils using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment and with the permission of their teacher

6.2 The following statements apply to the use of internet-enabled devices such as mobile phones, tablets, gaming devices, and digital music players in Dominican College:

- a) Pupils are allowed to bring personal internet-enabled devices into Dominican College but are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.
- b) Pupils are not allowed to use personal internet-enabled devices before, during and after school without expressed permission from teaching staff.
- c) If mobile phones are brought into school, the school accepts no responsibility for replacing lost, stolen or damaged phones.
- d) Students wishing to contact their parents during the school day must only do so from the school office.

## **7. SCHOOL OWNED HARDWARE RESOURCES**

7.1 Under special circumstances, individual pupils may be allocated the use of school owned computer devices.

7.2 Before giving any such device to student, both they and their parent/guardian must sign a contract agreeing:

- a) That the device remains the property of Dominican College
- b) To treat the device with care and respect at all times
- c) To only use the device for educational purposes
- d) Not to download apps onto the device without the permission of the school
- e) To pay for the repair or replacement of the device should it become damaged.

## **8. IMAGES & VIDEO**

8.1 Taking photographs or videos on school grounds or when participating in school activities is only allowed with the expressed permission and supervision of staff and of the pupils who may be photographed or recorded.

8.2 Pupils must not share images, videos or other content online without the expressed permission from staff and of the pupils who may be photographed or recorded.

8.3 Pupils must not share images, videos or other content online with the intention to harm another member of the school community or bring the school name into disrepute, regardless of whether this happens in school or outside.

8.4 Sharing explicit images and in particular explicit images of pupils and/or minors is an unacceptable, illegal, immoral and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images of other pupils automatically incurs suspension as a sanction and may result in expulsion. Instances of such behaviour will be reported to the appropriate authorities.

## **9. CYBERBULLYING**

9.1 When using the internet – pupils, parents and staff are expected to treat others with respect at all times.

9.2 Engaging in online activities with the intention to harm, harass, or embarrass another pupil or member of staff is unacceptable and in many cases it is a criminal offence. This absolutely prohibited behaviour, and will be dealt with according to our code of positive behaviour.

9.3 Measures are taken to ensure that staff and pupils are aware that bullying is defined as unwanted negative behaviour and includes verbal, psychological or physical behaviour, conducted by an individual or group against another person (or persons) and which is repeated over time. This definition includes cyberbullying even when it happens outside the school or outside normal school hours

9.4 While the definition of bullying refers to the repetition of the negative behaviour, the nature of social media means that once off comments or postings can be widely circulated and impact repeatedly on the individual. For that reason, single incidents may be defined as cyberbullying and dealt with under the school's Anti-Bullying Policy.

9.5 The prevention of cyber-bullying is an integral part of the Dominican College Anti-Bullying Policy.

## **10. SCHOOL WEBSITE & OTHER PLATFORMS**

10.1 Pupils may be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website./twitter/app account

10.2 Personal student and staff information including home address and contact details will not be published on Dominican College web pages.

## **11. ONLINE LEARNING PLATFORMS**

11.1 Dominican College uses online learning platforms for the provision of digital learning opportunities for pupils. Pupils engaging in such online learning activities are expected to abide by normal school rules in relation to behaviour, good manners, engagement and effort.

11.2 Pupils engaging in online video learning activities with teachers and other pupils are strictly prohibited from recording these. Any such recording or dissemination of such videos may breach data privacy and protection legislation and may result in disciplinary action, and, if deemed appropriate, be reported to the relevant authorities.

11.3 Online learning platforms are for student use only and access details should be kept confidential and not be shared with other persons.

11.4 In the event of school closures our Online Learning Guidelines and Expectations plan will be followed. See attached.

## **12. DATA PROTECTION**

12.1 All data stored, processed, accessed or disseminated is managed in accordance with the Dominican College Data Protection Policy and the General Data Protection Regulation of 2016 (GDPR).

**This policy was reviewed and ratified by the Board of Management of Dominican College on 16<sup>th</sup> May 2022.**