



## **ROSARY COLLEGE ICT/MOBILE PHONE POLICY**

It is incumbent on all members of the Rosary College School community to use technology responsibly, ethically and respectfully of others. Internet use and permission to use mobile phones are considered a privilege rather than a right, and this policy has been drawn up to ensure that modern technologies are used appropriately.

Increasing sophistication of technology presents a number of issues for the school including:

- The high value of many phones and devices
- Integration of cameras into phones leading to potential child protection, data protection and teacher harassment issues
- Potential to use phones at inappropriate time for phoning, texting, checking time, surfing the net, taking photos or videos, playing games, listening to music
- Potential for text and cyber-bullying
- Potential for disruption of class and interfering with the teaching and learning process. Even when silent, the use of mobile phones for texting purposes undermines classroom discipline

The aims of this policy are:

- To ensure that mobile phones are used appropriately and that their use does not disrupt teaching and learning and infringe the rights of others
- To clearly outline for all what is acceptable behaviour
- To allow staff to carry out their duties unimpeded and free from harassment
- To accommodate future needs and changing circumstances

### **MOBILE PHONES**

- Students may carry their mobile phones on their person, but they must be SWITCHED OFF except during lunch time.
- The one exception to this rule is during exams. Mobile phone should NEVER be brought into an exam, and exam papers will be cancelled if it emerges that a student has done so.
- Note: Devices on 'Silent' or 'Vibrate' mode are not considered 'off'.
- The 'use' of such devices includes, but is not limited to: transmission or reception of text/picture/audio/video messages.

- The unauthorized capture of images, video or audio is in direct breach of the school's Acceptable Use Policy and the phone will be confiscated until the matter is resolved
- If the material has been taken without the consent of the subject(s) therein and subsequently posted on the internet, shown to others or distributed in any manner, the student responsible shall be suspended for a minimum of three school days.
- Teachers may collect mobile phones and place them in a secure box at the beginning of class and return them to students when class concludes.
- Connecting or attempting to connect to the school's network system without authorisation is not permitted.
- In the case of an emergency, where a student has to contact home or where a parent has to contact a student, the phone in the General Office may be used.

**If a phone disturbs a class or if a student is seen using a phone outside the permitted time:**

- The phone will be confiscated for one school day and it will be returned by the Deputy Principal at the end of the day.
- A second offence will lead to the phone being confiscated for three days. A third offence will result in five days confiscation.
- Phones will be returned to parent/guardian for weekend or holiday periods and must subsequently be returned to the Deputy Principal by the student upon their return.
- Refusal to hand over the item is a serious breach of our Code of Behaviour and will result in an immediate suspension. The confiscation rule still applies.
- Further offences will result in confiscation again and will be treated as a serious breach of conduct. A meeting of parents/guardians will be arranged and suspension may follow.

### **EMAIL/INTERNET COMMUNICATION**

- Students will not use email for personal reasons. Email which is used for educational purposes will use approved email addresses and will be supervised or authorised by a teacher.
- Students will not send or receive any material that is illegal, obscene and/or 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 pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or other online communication.
- Internet Chat/Social Networking sites: Students will only have access to chat rooms, discussion forums, messaging or other forms of electronic communication that have been approved by the school. Such fora (Facebook, Twitter, Instagram, Snapchat,

YouTube etc.) will only be used for educational purposes and will always be supervised.

- Where appropriate, usernames will be used to avoid disclosure of identity.

## **SOCIAL MEDIA**

Rosary College reserves the right to investigate and deal with incidents and activities that happen outside school time and which impact on the welfare or education of students of the school.

This particularly applies to the misuse of social media sites which can lead to cyber-bullying. Students shall be advised that they need to think carefully about possible serious repercussions of what they post on the internet as well as the hurt it may cause. When anything unpleasant is published online, it can be viewed repeatedly and by multiple users and therefore constitutes bullying.

Circulating, publishing or distributing material on the internet associated with school activities, including, but not limited to, material in relation to staff and students, where such circulation undermines, humiliates or causes damage to the school or another person, is considered a serious breach of school discipline. The Code of Discipline will be invoked in response to this.

## **SANCTIONS**

Misuse of ICT and internet resources may result in disciplinary action, including 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.

## **GENERAL**

- Rosary College accepts no responsibility whatsoever for theft, loss or damage relating to mobile phones or other devices. The safety and security of such devices is wholly a matter for students, parents and guardians.
- While virus protection software is used and updated on a regular basis, the School accepts no responsibility for any corruption of personal devices.
- It is strictly forbidden for students to share login names or passwords or to use another person's account.
- The School reserves the right to investigate suspected incidents of misbehaviour by accessing the personal devices or social media pages of students. Where there is a

reasonable suspicion of inappropriate content being stored on a device the presumption of privacy does not apply.

## PERMISSION FORM

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

**Name of Student:** \_\_\_\_\_

**Class/Year:** \_\_\_\_\_

### Student

I agree to follow the school's Acceptable Usage Policy on the use of the internet. I will use the internet in a responsible way and obey all the rules explained to me by the school.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Parent/Guardian

As the parent or legal guardian of the above student, I have read the Acceptable Use Policy and grant permission for my son 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 students access unsuitable websites.

**I accept the above paragraph**

**I do not accept the above paragraph**

*(Please tick as appropriate)*

With regard to the school website, I hereby grant permission to management of Rosary College to publish content and photographs which refer to/include my son/daughter if the school considers it appropriate.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Approval**

This policy has been approved by the Board of Management, Rosary College

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Chairperson, Board of Management