



DOMINICAN COLLEGE SION HILL

CROSS AVENUE, BLACKROCK, CO. DUBLIN, A94 TP97

60070K

Digital Citizenship and Acceptable Use Policy incorporating iPad Acceptable Use Policy

August 2024

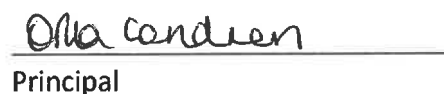
Dominican College Sion Hill aims to help each student reach their full potential academically, spiritually, physically, emotionally and socially in a happy, secure environment

Review

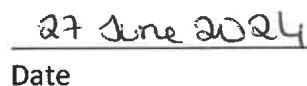
The effectiveness of our Acceptable Use Policy (AUP) will be monitored by the Principal and Deputy Principal on a continuing basis and will be reviewed every 2 years, when needs arise or upon publication of any relevant Government Guidelines

Ratification


Chairperson, Board of Management


Principal


Date


Date

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Introduction

This policy is informed by the vision for Dominican College Sion Hill coupled with the College's aims to enable students to reach their full potential both academically and socially. The aim of this Policy is to ensure that students will benefit from learning opportunities offered by the College's Digital Learning resources in a safe and effective manner and become responsible users of digital technology. The implementation of this policy will reflect the pastoral nature of our College. This acceptable use policy outlines the guidelines and behaviours that students are expected to follow when using technologies in our school or when using their iPad on the school campus.

Digital Citizenship

Respect Yourself

- I will show respect for myself through my actions.
- I will only use appropriate language and images on the Internet or on the School website/ virtual learning environment.
- I will not post inappropriate personal information about my life, experiences or relationships.

Protect Yourself

- I will ensure that the information I post online will not put me at risk.
- I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces.
- I will report any aggressive or inappropriate behaviour directed at me.
- I will not share my password or account details with anyone else.

Respect Others

- I will show respect to others.
- I will not use electronic mediums to bully, harass or stalk other people.
- I will not visit sites that are degrading, pornographic, racist or that the College would deem inappropriate.
- I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

Protect Others

- I will protect others by reporting abuse.
- I will not forward any materials (including emails and images) that the College would deem inappropriate.

Respect Copyright

- I will use and abide by the fair use rules.
- I will not install software on College machines without permission.

- I will not steal music or other media and will refrain from distributing these in a manner that violates their licenses.

Respecting Technology

- I will take all reasonable precautions to protect my mobile device from damage.
- I will always keep it with me or in secure storage when appropriate.
- I will not tamper with its software or jailbreak it.
- I will not interfere with or damage College equipment or attempt to bypass College restrictions.

Acceptable Use

Use of Digital resources to support learning can enhance the activities of teaching and learning in the classroom and beyond. In order to provide a safe effective classroom and online environment the following provisions will apply.

School Actions

Dominican College Sion Hill will provide for a high-quality Digital Learning in the following ways:

- Members of the school community will be provided with education in internet safety as part of our implementation of the Digital Learning, SPHE and CSPE curricula and through various other educational programmes such as Safer Internet Day.
- Implementing content filtering supported by Oide Technology in Education.
- Providing access to high quality equipment and training to staff to support teaching and learning.
- Providing support and instruction to students in the correct and appropriate use of digital learning equipment.

Requirements on users of Digital Learning Resources

- All members of the Dominican College Sion Hill community will abide by the 'Digital Citizenship' guidelines.
- This policy applies regardless of whether teaching and learning is taking place in College or in another environment.
- This policy applies to the use of students' own equipment and School equipment or resources.
- Misuse of digital learning resources may result in disciplinary action in line with the Code of Behaviour, Anti-Bullying Policy and other relevant policies which may be introduced and amended from time to time.
- Students should report any accidental breaches to their Year Head without delay.
- Students should only use their device in class when directed by their teacher and only for that specific purpose

- Students must not take, use, share, publish or distribute images of others without their permission.
- All users must:
 - use the School's internet connection only for educational and career development activities.
 - not take steps to bypass content filtering systems.
 - 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.
- Users must not:
 - intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
 - download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
 - Use personal email addresses for School related business.
 - Share their email account login details.
 - Use their school email to register for social networking services, apps or games.
 - Send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
 - Access instant messaging services or chat apps on the School network.
 - Access video streaming or blog services without the explicit permission of their teacher.
 - Use social media and the internet in any way to harass, insult, abuse or defame students, their family members, staff, other members of the school community.
 - Must not engage in online activities which might bring Dominican College Sion Hill into disrepute.
 - Not represent their personal views as those of Dominican College Sion Hill on any platform.
 - Use external memory devices with prior consent of a teacher. If external devices are used, a virus check must be carried out.

iPad Acceptable Use

Misuse of iPads may result in disciplinary action in line with the Code of Behaviour, Anti-Bullying Policy and other relevant policies which may be introduced and amended from time to time

Use of Camera

- Students may not use the camera at any time on the school campus without permission from a teacher

- Where it is established that, the camera has been used on the school campus without the express permission of a teacher and/or captured images have been used inappropriately, there will be sanctions depending on the gravity of the offence for the student(s) involved.
- The school reserves the right, where the Principal/Deputy Principal believe the circumstances warrant it, to restrict the camera facility and/or access to the school's wireless network, for a period of time up to the end of the academic year in which the incident occurs.

iPads - Student Responsibilities:

- Arrive to school each day with a fully charged iPad.
- Keep the iPad within a protective case and in your locker when not in use.
- Do not let anyone use the iPad other than your parents/guardians
- Report any problems, damage or theft immediately to your Class Teacher and/or Principal and/or Deputy Principal.
- Report any issues and interference created by any other student because of iPad possession, use or ownership.
- If you go home from school without reporting any damage or interference that may have occurred during the school day, management will presume that the damage and/or interference took place outside of school time.
- Students may not use the i-Pad during breaks, before or during the school day; e.g lunch etc.

Cyber-bullying

- All aspects of the School Anti-bullying policy apply, including those related to cyber bullying
- Cyber-bullying will not be tolerated. Harassment, denigration, impersonation, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails, or post comments with the intent of scaring, hurting, or intimidating someone else.
- Engaging in these behaviours, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. Remember that your activities are monitored and retained.

Plagiarism

- Users should not plagiarise (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted *via* the Internet should be appropriately cited, giving credit to the original author.

Personal Health & Safety

- Keep the iPad in a secure location when it is not at school.
- Avoid extended use of the iPad while resting directly on your lap. The bottom of the iPad can generate significant heat.

- Take frequent breaks when using the iPad for long periods of time. Look away from the iPad approximately every fifteen minutes.

General Care

- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Students may not permanently alter iPad in any way.
- Students may not remove any serial numbers, identification or school labels placed on the iPad.
- Transport the iPad in the iPad case, safety case and school bag whilst travelling to and from school and during the school day.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- A Screen Cover prevents against scratches.

Parent Responsibilities

Parents are responsible for purchasing the iPad and eBooks/apps for their child. Parents are also responsible for the safe-keeping, repair and insurance of their child's iPad. Whilst parents retain ownership and possession of the iPad, they agree to grant to teachers and school management the right to collect and/or inspect and/or confiscate (for a limited period) the iPad at any time and the right to alter, add or delete installed software or hardware. Students may lose their right to use the iPad and to have it in their possession if they abuse their responsibilities and breach this Policy, and/or the school's AUP and/or the Code of Behaviour and School Rules.

- Parents should inspect the iPad frequently to ensure that it is in good working order.
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the iPad to school management.
- Parents should inspect the iPad and the installed Apps on a regular basis to ensure that there is no inappropriate material

Restricted Use and Confiscation

Students who breach this Policy or any reasonable standards of use of the iPad will be subject to the School Code of Behaviour and School Rules. A student may be put on restricted/limited access to the iPad, at the discretion of school management, during the school day, for a limited period, until such time as the school determines the student has satisfied the conditions for non-restrictive use. An iPad may also be confiscated for a limited period because of misuse either by the student or any other student. Reasons for placing a student on Restrictive Use and or confiscation include, but are not limited to the following:

- Camera misuse
- Excessive damage
- Excessive loss
- Non-acceptance and/or compliance with this policy and the Internet Policy.
- Inappropriate use of any App which includes the camera.
- Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad.
- Violating standards for Personal iPad Care.
- Failing to co-operate with school's investigations of misuse of iPad.

- Repeated failure to bring iPad to class/failure to bring fully charged.
- “Jailbreaking” of an iPad.
- Gaining access to other student’s accounts, files, and/or data.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data.
- Students are not allowed to use another student’s iPad
- Illegal installation or transmission of copyrighted materials
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or other inappropriate materials.
- Use of chat rooms
- Gaming during Class or accessing online streaming entertainment services such Netflix, RTE Player etc.
- Attempt to find inappropriate images or content
- Engaging in cyber-bullying, harassment, or disrespectful conduct toward others.
- Attempt to hack or access sites, servers, or content that isn’t intended for my use

Damage or Loss of Equipment

Students must report any damage or loss to the Class Teacher, the Principal and or Deputy Principal, who will determine necessary action. All iPads are covered by a manufacturer’s warranty of one year. The warranty covers manufacturer’s defects. If an iPad is lost or damaged by neglect or misuse it is the family’s financial responsibility to replace the iPad. If an iPad is damaged, the school will work with the student and supplier to resolve any warranty issue.

Substitution of Equipment

In the event that a student’s iPad is inoperable, the school will try to provide a spare iPad for use while the student’s iPad is repaired or replaced. This agreement remains in effect for the substitute iPad. However, only one substitute iPad will be provided to a student at any one time. If a student damages, forgets to bring this replacement iPad to school, or comes to school with it uncharged, a substitute will not be provided.

Behave online as you would in person

This policy and its implementation will be reviewed annually.

Acceptance of the College Code of Behaviour implies acceptance of this Policy.

This policy was ratified by the Board of Management on xxxxxxxx