



# ALEXANDRA COLLEGE DUBLIN

## Device, Social Media and Internet Acceptable Use Policy

Alexandra College has devised the following Policy to outline the procedures, rules and measures that we have in place for Devices and Social Media. Alexandra College recognises the benefits of Technology in modern day learning and its benefits to development. While we wish to endorse this and provide our students with the opportunity to avail of such technology we also have a duty of care to ensure the safety of our students at all times. The School has a dedicated IT department which looks after all technology queries. We also have a teacher who looks after Education Development through Technology.

The Board of Management of Alexandra College has adopted this policy within the framework of the school's overall Code of Behaviour and Anti Bullying Policy. We are committed to equipping them to:

- be self-aware;
- be safe and well; and
- contribute actively to the wellbeing of others.

The purpose of this policy is to guide the whole school community and promote partnership in providing and maintaining a safe place to learn in accordance with our mission and our values; to develop a culture of positive, helpful, truthful communication through all channels; to build a community, culture and relationships of mutual wellbeing, respect and responsibility among students, staff and parents; to raise awareness that any use of communication tools in a way that harms ourselves or others is unacceptable in our school community.

### Policy Aims

This policy will ensure that all students, staff and parents are aware of the procedures in place regarding Devices and Social Media. The Policy will help the school protect the integrity of the College and each member of the School Community. It will ensure all persons are aware of behaviours that are unacceptable and the consequences of engaging in any negative behaviour.

### Student Email Accounts

Each student from 1st Year will receive a school email address. The IT Department are the administrators of the account and have access over the accounts.

### School Devices & Internet Network

Alexandra College is committed to promoting learning and development through the use of Technology. The Internet Network in the College has a Hard Social Media Block as well as a stringent VPN restriction system. This also applies to the Boarding Building.

The Junior School has access to a range of iPads which belong to the College. These iPads contain an app restriction system in addition to the network restrictions. The iPads remain on campus and are securely locked away at the end of each day.

It is mandatory for students in 1st to 3rd Year to have an iPad device. This is to allow them to access their student email account, Office365, their e-books and other educational resources and apps which they may require. The iPads are purchased from a 3rd party who have a contract with the school. The iPads are managed by a system called Jamf which allows certain apps to be downloaded in addition to the network restrictions. Students are advised to purchase Insurance with the 3rd Party as they look after all repairs.

In Transition Year the Jamf system is removed from the iPads, and the students have full access to the iPad; however, the internet network restrictions are still in place. It is recommended that students in 4th - 6th Year buy an Apple computer, however this is not a requirement.

## **Phones**

Alexandra College has a no phone use policy. While we do understand that there is a need for students to have phones before and after school hours, during the school day students are not permitted to use their phones unless permission has been granted by the Principal.

Students in the Junior School are not allowed to bring phones into school with them. If a child in the Junior School needs to have their phone on them, their parents must ask for permission in writing to the Junior School Principal to explain the reasoning as to why the student needs to have their phone. Once approved by the Principal, the student must hand the phone switched off to their class teacher at the start of the day and can collect it at the end of the day.

The Senior School has implemented a Yondr Pouch system into the College. Each student will receive a Yondr Pouch at the beginning of the year and each class will receive an induction into the use of Yondr Pouches and the rules around the phones. The Yondr Pouch is a handheld pouch that has a magnetic lock at the top. Before students enter the school building they must lock their phone in their Yondr Pouch and they must keep it locked in the pouch until the end of the school day. At the end of the school day, the school puts out magnets which the students can use to unlock their pouches. If a student forgets their Yondr Pouch, they must hand their phone in to the main Reception before entering the school building and they can collect it at the end of the day.

If a student loses their Yondr Pouch they will have to purchase a new pouch for a fee of €25. The pouch must be paid for through the College's online payments portal and can be collected from the Deputy Principal. If a student's Yondr Pouch breaks, they must bring the pouch to the Deputy Principal who will supply them with a replacement or they will need to hand their phone into Reception until the pouch is repaired.

## **Consequences**

Teachers will do daily Yondr Pouch spot checks to ensure the rules are being followed. If a student is found with their phone outside of their Yondr Pouch, the phone will be confiscated and handed in to the Deputy Principal. The phone will be confiscated for 24 hours and must be collected the following day after school by a parent or guardian. An email will be sent to

parents informing them that their daughter's phone has been confiscated on the day of confiscation. If the phone is confiscated on a Friday it will be confiscated over the weekend.

If a boarder has their phone confiscated, they must report to the Principal's office the following day after school and the Principal will return the phone to them.

### **Social Media**

As stated, the College has stringent measures in place to ensure that Social Media Apps cannot be used on the School's network at any stage. While we understand that Social Media can be used for positive connections and communications there are also downsides to the use of Social Media. The College has a no bullying policy and has a commitment to protect each and every one of its students and staff from any form of bullying. Any bullying cases through Social Media will be investigated by following the College's Anti-Bullying Policy.

### **Curriculum Education**

Teaching safe and responsible use of digital technologies is implemented through the SPHE curriculum. Key internet safety skills are promoted amongst Junior Cycle and Senior Cycle students. Topics covered include respectful communication, cyber safety, media influences on relationships and the student's digital footprint.

Any concerns that a staff member, student or parent may have must be brought to the attention of the Principal.

This policy will be reviewed biennially or in line with any changes to the College's Procedures or relevant legislation.

This policy was ratified by the Board of Management on 5 December 2023.