



ALEXANDRA COLLEGE DUBLIN

Boarding 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 has 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 During School Hours

During School Hours Alexandra College has a no phone policy. Boarders will refer to the [Device, Social Media and Internet Acceptable Use Policy](#) guidelines. If a phone is found during School hours then a teacher will confiscate it and hand it to the Deputy Principal. Boarders must then report to the Principal's office the following day after school and the Principal will return the phone to them.

Phones During Boarding Hours

Alexandra College has an 'open door' contact policy for parents, for any necessary communication. The reception office can be contacted on 01 497 7571 or email info@alexandracollege.ie, the Boarding House can be contacted on 01 563 4530 or email alexres@alexandracollege.ie.

We respect the students' right to have a phone and/or smart watch, but they must comply with this mobile phone policy.

Boarder Students:

Boarders are free to collect their phones from the charging cupboards in the morning. The opening times for digital handover are 7:30 am-7:50 am and then again from 8:20-8:30 am. Once they get to school their phones must be locked away in their Yondr pouches. Please see the [Device, Social Media and Internet Acceptable Use Policy](#) for more information on this.

Access is then granted from 3:50 pm to prep time, when the phone must be handed in to the prep teacher who places it in the phone box.

On completion of prep, all students will have access to their phone again. Juniors must then lock them away for the night, 1st Years at 9 pm; 2nd Years at 9:15 pm and 3rd Years before they retire to their rooms. The Seniors are allowed to keep their phones with them overnight.

There is no digital handover for 1st-6th Years on the weekends. Junior School students still need to keep their phones in the phone box at reception.

Junior School students must keep their phones in the phone box at reception at all times. They are only allowed to use their phones in Res reception, under the supervision of staff. They can use their phone before school any time from 7:00 am to 8:15 am and then after school before prep from 3 pm to 6:30 pm. They will then have time to use their phone again after prep, before bedtime from 7:15 pm - 8:30 pm.

Any deviation or persistent deviation from this code may result in the school taking disciplinary action.

Consequences

If a phone is found during School hours must then report to the Principal's office the following day after school and the Principal will return the phone to them. Failure to comply with the boarding phone rules will result in disciplinary action and confiscation of the students phone.

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 adopted on 30 January 2024.