

DRAFT Mobile Devices Policy Jan 23

Introduction

This document sets out the policy in respect of the use of mobile technology by students in Boherbue Comprehensive School. It does include the use of mobile phones for educational purposes with the permission of the class teacher. Students' mobile phones should be kept switched off unless they are given permission from a teacher to use the phone for educational purposes. Further clarification in relation to student use of mobile phones is given in the school rules. Students may be allowed by the school authorities to bring in personal devices such as an iPad for educational purposes. Students may be given access to the school Wi-Fi system on their personal devices. The school is not responsible for the safekeeping of these devices. Some SEN students have been granted the use of assistive technology by the Department of Education and are the sole users of these devices which they are allowed to use in school and at home. The school also has a number of mobile devices for student use. These include iPad's, Chromebooks and Laptops. Any student allowed to take school mobile devices home must sign a Students ICT Equipment permission form, which must also be signed by their parent/guardian unless they are over 18. Users of any mobile devices in breach of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or be referred to external agencies in the event of illegal activity.

General Guidelines for Students Use of Mobile devices

- Students must not use mobile devices anywhere in the school premises including break times or on school organised bus trips, (unless with the teacher's permission and under teacher supervision).
- Under no circumstances should mobile devices be brought into changing rooms or bathrooms.
- The use of mobile devices in the classroom and during supervised study is at the discretion of the classroom teacher and their instructions must be followed at all times.
- Students are required to keep their usernames and passwords in a safe place at all times.
- Parents should monitor their children's internet access and use of all mobile devices while at home.
- Student/Parents/Guardians should report any concerns they have in relation to the use of mobile devices to a teacher or management.
- The photograph/video/record functions on the device in school can only be used with a teacher's instruction.
- Any student interfering with another student's device or attempting to gain access to their accounts, files or data will be subject to disciplinary action.
- Any student deemed to be using a mobile device inappropriately may have that device confiscated by school authorities and be sanctioned in line with the schools Code of Behaviour and Internet Acceptable Usage Policy

General Guidelines for Student Use of all School Mobile Devices

- All school iPad's for Student use should be set up on the Apple iPad Management System which is managed by designated school staff.
- Students must use the protective covers/cases provided with their iPad's at all times.
- All school Chromebook's purchased after 1/7/20 should be set up on a Google Chrome Management System which is managed by designated school staff.
- All school laptops to be set up on the school network.
- Students are required to keep their usernames and passwords in a safe place.
- Students should contact their teacher if they need to change passwords, settings or install apps.
- If a student damages or loses any school ICT device in school through negligence or inappropriate use, then they will be liable for the cost of repairing/replacing the device.
- If a student is allowed to take school ICT equipment home then the Student and his/her Parents/Guardians are ultimately responsible for the safekeeping of the device and will be liable for the cost of repairing, replacing the device if it gets damaged or lost through inappropriate use.
- The mobile device will be subject to routine monitoring/history checked by teaching staff. Devices must be surrendered immediately upon request by a teacher including those who supervise after school study and extracurricular activities.
- Students should report any technical difficulties or damage to school mobile devices as soon as possible.
- Students should not delete internet history unless given specific instructions to do so by the class teacher.

General Guidelines for Students Use of Personal Mobile Devices in school

- Students may be allowed to use personal mobile devices in school for educational purposes with the permission of the school management and the class teachers.
- Students may be given access to the school Wi-Fi on personal devices but only for educational purposes. This access may be withdrawn if it is being used inappropriately or causing the Wi-Fi system to slow down too much due to the volume of devices accessing it.
- Students are solely responsible for the safety of their equipment and the school is not liable for any damage or theft of personal devices.
- Students may also be asked to give school authorities access to their personal device if there is alleged inappropriate use of the personal device in school.
- Students using personal devices inappropriately may have them confiscated by school authorities. The device will be returned to the student or to the Parent/Guardian and appropriate disciplinary action may be taken.

School Policies

This Mobile Device Policy operates in conjunction with all other School Policies including the Internet Acceptable Usage Policy (AUP), Distance Learning Policy, Bring Your Own Device Policy (BYOD), Child Protection Policy and Data Protection Policy which are available on the school website.

This Policy was ratified by the Board of Management on _____.

Signed: _____

(Chairperson, Board of Management)