St. Joseph's Patrician College

The BISH

Acceptable Use Policy

Ratification Date:

Revision Number	Date	Approved by BOM
1		February 2022
2		April 2023
3		February 2025
4	March 2026	18th May 2026

Next Review Date: As Required

This procedure complies with the Child Protection Procedures as adopted by the Board of Management. Teachers are reminded that they are mandated persons and must be familiar with their obligations under the *Children First: National Guidance for Protection and Welfare of Children 2017 and the Children First Act 2015*

Content

Content 2
General Approach 3
Content Filtering 5
Internet Use 6
Email and Messaging 7
Social Media and messaging services for Staff and Students 9
Personal Devices 11
Audio, images and video 12
Inappropriate Activities 13
School Websites 14
Cyberbullying 15
Artificial Intelligence - AI 17
Digital Citizenship: 21
Mobile Phone Use 22
Social Media & Mobile Phone Use on Approved School Trips / Tours / Extra Curricular (School Business) 24
Legislation 25

General Approach

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by the school's digital resources in a safe and effective manner. The responsible use of internet and digital technologies, both online and offline and access is considered an integral part of teaching and learning. Therefore, if the school AUP is not adhered to agreed sanctions will be imposed.

It is envisaged that school and parent representatives will revise the AUP at least annually. Before signing, the AUP should be read carefully to ensure that the conditions of use are accepted and understood.

When using the internet students, parents and staff are expected:

- To treat others with respect at all times.
- Not undertake any actions that may bring the school into disrepute.
- Respect the right to privacy of all other members of the school community.
- Respect copyright and acknowledge creators when using online content and resources.

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Uploading and downloading of non-approved software will not be permitted.
- The use of personal external digital storage media in school, requires school permission.
- Virus protection software will be used and updated on a regular basis.
- Internet use within school will always be supervised by a teacher.

This Acceptable Use Policy applies to students who have access to and are users of the internet in St Joseph's Patrician College.

- It also applies to members of staff, volunteers, parents, carers and others who access the internet in St Joseph's Patrician College.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

St Joseph's Patrician College will deal with incidents that take place outside the school that impact on the wellbeing of students or staff under this policy and associated codes of behaviour and anti-bullying policies. In such cases St Joseph's Patrician College will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school and impose the appropriate sanctions.

St Joseph's Patrician College implements the following strategies on promoting safer use of the internet:

- Pupils will be provided with education in the area of internet safety as part of our implementation of the SPHE and other curriculum areas.

- Internet safety advice and support opportunities are provided to pupils in St Joseph's Patrician College through our [1st Year induction programmes, Guidance Team, Digital Learning Team, IT Coordinator, SSE Coordinator].

- Teachers will be provided with continuing professional development opportunities in the area of internet safety.

- St Joseph's Patrician College participates in Safer Internet Day activities to promote safer more effective use of the internet.

This policy and its implementation will be reviewed annually by the following stakeholders:

Board of Management, Parents Council, teaching staff, Students Council and support staff.

This policy has been developed by a working group including: Principal, Deputy Principal, teachers, students, parents/carers, and representatives of the Board of Management.

The school will monitor the impact of the policy using:

- Logs of reported incidents.

- Internal monitoring data for network activity.

- Surveys and/or questionnaires of pupils, parents, and teaching staff.

Should serious online safety incidents take place, the School Principal should be informed.

The implementation of this Internet Acceptable Use policy will be monitored by the School Principal.

Content Filtering

St Joseph's Patrician College has chosen to implement the following level on content filtering on the Schools Broadband Network:

Level 4 - This level allows access to millions of websites including games and YouTube but blocks access to websites belonging to the personal websites category and websites such as Facebook belonging to the Social Networking category.

Students taking steps to by-pass the content filter by using proxy sites or other means may be subject to disciplinary action, including written warnings, withdrawal of access privileges, detention and, in extreme cases, suspension or expulsion.

Internet Use

Students will not intentionally visit internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.

Students will be encouraged to report accidental accessing of inappropriate materials in accordance with school procedures.

Students will report accidental accessing of inappropriate materials in school but outside the classroom to a trusted adult, teacher, Year Head, DLP.

Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).

Students and staff will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Students will use the Internet for educational purposes only.

Students will not engage in online activities such as uploading or downloading large files that result in heavy network traffic which impairs the service for other internet users.

Students will not download or view any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Students will never disclose or publicise personal information or passwords.

Students will be aware that any usage of the internet and school's digital platform, including distributing or receiving information, school-related or personal, will be monitored.

Use of file sharing and torrent sites is not allowed.

Email and Messaging

Downloading by students of materials or images not relevant to their studies is not allowed.

The use of personal email accounts is only allowed at St Joseph's Patrician College with expressed permission from members of the teaching staff.

- Students will use approved school email accounts.
- Students should not under any circumstances share their email account login details with other pupils.
- Students should not use school email accounts to register for online services such as social networking services, apps, and games.
- Students should be aware that email communications are monitored.

Students will not send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Students should 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.

Students should avoid opening emails that appear suspicious. If in doubt, pupils should ask their teacher before opening emails from unknown senders.

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 the internet.

Students will note that sending and receiving email attachments is subject to permission from their teacher.

Students will not forward email messages or screenshots of emails or “reply all” without the permission of the originator.

Students must only use their school email for school related activities and for registering on school-based activities only. The use of personal email addresses is not allowed for school-based work.

Students should not use school email accounts to register for online services, social networking, apps or games.

Students should 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. Pupils should report any such communications to a teacher.

All emails and opinions expressed in email are the responsibility of the author and do not reflect the opinion of the school.

Social Media and messaging services for Staff and Students

The internet provides a range of social media tools that allow us to interact and keep in touch. While recognising the benefits of these media for new opportunities for communication, this policy sets out the principles that members of your school community are expected to follow when using social media.

The principles set out in this policy are designed to help ensure that social media is used responsibly so that the confidentiality of pupils and other staff and the reputation of the school is protected.

This policy applies to personal websites such as social networking sites (for example Instagram and TikTok), blogs, mircoblogs such as X, chatrooms, forums, podcasts, open access online encyclopedias such as Wikipedia, social bookmarking and content sharing sites such as YouTube. The internet is a fast-moving technology and it is impossible to cover all circumstances or emerging media.

The following statements apply to the use of messaging, blogging and video streaming services in St Joseph's Patrician College:

- Use of instant messaging services and apps including Snapchat, WhatsApp, Viber, etc. is allowed in St Joseph’s Patrician College with express permission from teaching staff.

- Use of blogs such as WordPress, Tumblr etc. is allowed in St Joseph’s Patrician College with express permission from teaching staff.

- Use of video streaming sites such as YouTube and Vimeo etc. is allowed at certain times in St Joseph’s Patrician College with express permission from teaching staff.

All members of the school community must not use social media, messaging services and the internet in any way to harass, impersonate, insult, abuse or defame others.

Staff and students must not discuss personal information about pupils, staff and other members of the St Joseph’s Patrician College community on social media.

Staff and students must not use school email addresses for setting up personal social media accounts or to communicate through such media.

Staff and students must not engage in activities involving social media which might bring St Joseph’s Patrician College into disrepute.

Staff and Students must not represent your personal views as those of bring St Joseph’s Patrician College on any social medium.

Students will be provided with guidance on etiquette regarding social media through SPHE classes and Digital Learning Classes.

Teachers can read further information about the use of social media and Electronic Communication here:

guidance-for-registered-teachers-about-the-use-of-social-media-and-electronic-communication.pdf

Personal Devices

Students using their own technology in school should follow the rules set out in this agreement, in the same way as if they were using school equipment.

The following statements apply to the use of internet-enabled devices such as tablets, gaming devices, smartwatches, in St Joseph's Patrician College:

- Students are allowed to bring personal internet-enabled devices into St Joseph's Patrician College.

- Any personal device used within the school should have an up-to-date anti-virus software installed.

- Students are only allowed to use personal internet-enabled devices during lessons with expressed permission from teaching staff.

Digital Learning Platforms (including video conferencing)

Students must only use their school email for accessing the school digital learning platform.

All school-related media and data should be stored on the school's platform.

The use of digital platforms should be used in line with considerations set out in the school's data protection plan (GDPR).

Each user of the platform will be provided with their own unique login credentials.

Passwords for digital platforms and accounts should not be shared.

Personal email addresses should not be used when creating accounts on school digital platforms.

Audio, images and video

Care should be taken when capturing audio, photographic or video images that learners are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

At St Joseph's Patrician College students must not record audio, take, use, share, publish or distribute images of others without their permission.

Taking audio, photos or videos on school grounds or when participating in school activities is not allowed under any circumstances.

Recording audio, taking photos or videos on school grounds or when participating in school activities is allowed once care is taken that no harm is done to staff or pupils of St Joseph's Patrician College and only allowed with expressed permission from staff.

Recording audio, taking photos or videos on school grounds or when participating in school activities is only allowed with expressed permission from staff.

Written permission from parents or carers will be obtained before video, audio or photographs of students are published on the school website.

Students must not share audio, images, videos or other content online with the intention to harm another member of the school community regardless of whether this happens in school or outside.

Sharing explicit images/video and in particular explicit images/video of students and/or minors is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved. Sharing explicit images/video of other students automatically incurs suspension as a sanction.

Inappropriate Activities

- Promotion or conduct of illegal acts, e.g., under the child protection, obscenity, computer misuse and fraud legislation
- Misuse and fraud legislation
- Racist material
- Pornography
- Promotion of any kind of discrimination, racial or religious hatred
- Harmful content or threatening behaviour, including promotion of physical violence or mental harm
- Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute
- Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files, carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- Online gambling
- Use of social networking sites, instant messaging and online forums
- Child sexual abuse material
- **Any other activity considered questionable**

School Websites

Students will be given the opportunity to publish projects, artwork or school work on the internet in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.

Students will continue to own the copyright on any work published.

The website will be regularly checked to ensure that there is no content that compromises the safety, privacy, or reputation of students or staff.

Webpages allowing comments or user-generated content will be pre-moderated and checked frequently to ensure that they do not contain any inappropriate or offensive content.

St Joseph's Patrician College will use only digital photographs, audio or video clips of focusing on group activities. Content focusing on individual students will only be published on the school website with parental permission.

The publication of student work will be coordinated by a teacher.

Personal student information including home address and contact details will not be published on St Joseph's Patrician College web pages.

The school will ensure that the image files are appropriately named and will not use students' names without consent.

Cyberbullying

In accordance with the Bí Cineálta Policy and Anti-Bullying Procedures for Schools, St Joseph's Patrician College considers that posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social media, e-mail, messaging, apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyberbullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyberbullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyberbullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person's sexuality, appearance etc.

Access to technology means that cyberbullying can happen around the clock and the student's home may not even be a safe haven from such bullying. Students are increasingly communicating in ways that are often unknown to adults and free from supervision. The nature of these technologies means digital content can be shared and seen by a very wide audience almost instantly and is almost impossible to delete permanently. While cyberbullying often takes place at home and at night, the impact can also be felt in school.

In accordance with the Bí Cineálta Policy and Anti-Bullying Procedures for Schools, St Joseph's Patrician College considers that a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

When using the internet, students, parents and staff are expected to treat others with respect at all times.

Engaging in online activities with the intention to harm, harass, or embarrass another student or member of staff is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
Measures are taken by St Joseph's Patrician College to ensure that staff and students are aware that bullying is defined as targeted behaviour, online or offline, that causes harm. The harm caused can be physical, social and/or emotional in nature. Bullying behaviour is repeated over time and involves an imbalance of power in relationships between two people or groups of people in society. Posting a single harmful message/image/video online which is highly likely to be reposted or shared with others can however be seen as bullying behaviour.

The prevention of cyberbullying is an integral part of the anti-bullying policy of our school.

In accordance with the Department of Education Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools; St Joseph's Patrician College considers that a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school.

However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, schools should deal with it in accordance with their Bí Cineálta policy.

Artificial Intelligence - AI

St Joseph's Patrician College recognises the potential benefits of Artificial Intelligence (AI) in education and is committed to its responsible and ethical use within our learning environment.

St Joseph's Patrician College provides training and professional development opportunities for teachers to effectively utilise AI tools in their teaching practices, ensuring they stay up to date with technological advancements.

The selection of AI tools and technologies in St Joseph's Patrician College aligns with educational goals, including supporting learner agency and promoting critical thinking.

AI technologies are integrated into the curriculum to enhance learner outcomes and experiences.

St Joseph's Patrician College integrates AI into its educational processes to enhance learning, foster innovation, and promote the development of critical skills.

St Joseph's Patrician College will make necessary adjustments to our school's adoption and integration of AI based on review and feedback.

A regular review of the impact of AI on learning outcomes is be conducted to ensure continuous improvement.

School staff and learners receive training on the ethical use of AI technologies, including understanding data privacy, identifying biases, and verifying AI-generated information.

All AI tools authorised for use in St Joseph's Patrician College comply with data protection regulations (GDPR).

Entering personal, sensitive, or confidential data into any AI system without proper authorisation is strictly prohibited.

Learners will not create, share or send any AI generated material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.

Staff and learners must not use AI in any way to harass, insult, abuse or defame learners, their family members, staff, other members of the St Joseph's Patrician College community

Staff and learners must not engage in activities involving AI generated material which might bring St Joseph's Patrician College into disrepute.

St Joseph's Patrician College promotes digital literacy and critical thinking skills to help learners understand AI, its implications, and responsible usage. This includes data

literacy, verification of AI-generated information, and recognising potential biases in AI tools.

AI systems used in St Joseph's Patrician College ensure fairness, transparency, and accountability in decision-making processes.

Learners must attribute AI text and images properly when used in assignments / homework.

Teachers will attribute AI text and images when used.

AI Generated material is allowed for the purpose of research, brainstorming, revising text.

AI Generated material is allowed for certain activities with prior school permission.

If used for research, learners must fact check, check other sources and reference sources.

Accurate referencing should be used at all times.

Examples of in-text Citations for different types of sources
Book: (p. 57, McLeskey, 2013)
Newspaper/magazine article: (Hearne, J., 30/08/2024)
Text/image accessed online: (thelatinlibrary.com/101/RhetoricalDevices)
Audio accessed online: (Ep. 10, rte.ie/radio/podcasts/22093250)
Video accessed online: (3:20 to 5:45, youtu.be/yCv4iyPqZKQ)
AI Tools (with shareable url): (chat.openai.com/share/f45a1e23-2217-4443-a244-d56ab26ae940)
AI Tools (without shareable url): (OpenAI (2023) ChatGPT, 20/10/2023)
Examples of references for different types of sources
Book in list of references: McLeskey, J. (2013) *Inclusion: effective practice for all students?* 2nd edn.

Newspaper/magazine article Hearne, J. (30/08/2024) 'How bad driving habits cost Irish motorists hundreds every year', Irish Examiner
Text/image accessed online Latin Library, Principal Rhetorical and Literary Devices, (date written not available), http://www.thelatinlibrary.com/101/RhetoricalDevices.pdf, Date accessed: 17/6/24
Audio accessed online Philip Boucher Hayes, RTE, Hot Mess – Megawatts and Megabytes, Podcast, date created: 30/5/24, https://www.rte.ie/radio/podcasts/22093250-ep-10-megawatts-and-megabytes/, Date accessed: 10/11/23
Video accessed online ApintTurtle, Zig & Zag – Christmas crises, Film, date created 20/12/2008, http://youtu.be/yCv4iyPqZKQ, 12/12/14, from 3 minutes 20 seconds to 5 minutes 45 seconds.
AI Tools Example with shareable URL generated by the AI Tool: OpenAI (2023) ChatGPT (Oct. 20 version) [Large language model], accessed 20 October 2023. https://chat.openai.com/share/f45a1e23-2217-4443-a244-d56ab26ae940
AI Tools Example without shareable URL OpenAI (2023) ChatGPT (Oct. 20 version) [Large language model], accessed 20 October 2023. Prompt used and text generated.

For more information, please read the document Guidance on Artificial Intelligence in Schools.

Digital Citizenship:

Here at St. Joseph's Patrician College, we recognise the importance of digital literacy as a skill to help our students achieve their full potential. We wish to encourage its development in an educational and responsible manner and our aim is to promote positive engagement with digital technologies amongst all our students.

Digital Citizenship defined:
A digital citizen is someone who, through the development of a broad range of competencies, is able to actively, positively and responsibly engage in both on and offline communities, whether local, national or global.

As digital technologies are disruptive in nature and constantly evolving, competence building is a lifelong process that should begin from earliest childhood at home and at school, in formal, informal and non-formal educational settings.

"Digital citizenship and engagement involve a wide range of activities, from creating, consuming, sharing, playing and socialising, to investigating, communicating, learning and working. Competent digital citizens are able to respond to new and everyday challenges related to learning, work, employability, leisure, inclusion and participation in society, respecting human rights and intercultural differences."

- Council of Europe: Digital Citizenship Education Handbook

See **Appendix B** for further details on Digital Citizenship and **Appendix C** for the link to the full Digital Citizenship Programme.
St Joseph's Patrician College will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General:

1. Student Internet sessions will always be supervised by a teacher.
2. Filtering software and/or equivalent systems will be used in order to minimize the risk of exposure to inappropriate material.
3. The Teacher will regularly monitor students' Internet usage.
4. Teachers and students will be provided with guidelines in the area of Internet safety.
5. Uploading and downloading of inappropriate software will not be permitted.
6. Virus protection software will be used and updated on a regular basis.
7. The use of personal USB sticks or CD-ROMs or other external memory devices in St Joseph's Patrician College by students is not permitted.
8. Users will observe good "netiquette" (i.e., etiquette on the Internet) at all times and will not undertake any actions that may bring the St Joseph's Patrician College into disrepute.
9. All students enrolled in St Joseph's Patrician College will have access to a Microsoft office 365 account. This account will be the main platform for IT use in the school.

Mobile Phone Use

This strategy applies to the entire school campus which includes the school buildings, environs and all school related activities that occur on-site and off-site in the name of the school.

- If mobile phones are brought to school, the school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The safety and security of mobile phones is wholly a matter for students / parents.
- If brought to school mobile phones must be stored throughout the day in students school bag /secured in student locker (TY, 5th & 6th Year) so as not to disrupt learning and teaching in class. **It is the student's responsibility to make sure their phone does not disturb the classroom**, failure to do so will result in confiscation.
- 1st, 2nd and 3rd Year students are required to use the **"Phone Away Boxes"** attached to their lockers. These boxes should be locked with a padlock. Students must store their phone in their "Phone Away Box" before classes begin in the morning. They are allowed to remove their phones at lunch time (and use off school premises) but must return the phone after lunch for the remainder of the day. Teachers may request pupils to use their phones during certain classes, when this occurs, pupils are expected to return their phones to the "phone away box" at the end of the relevant class.
- Students are not permitted to access or use mobile devices on school property, inclusive of after school events/study and training, unless directed by a teacher. Failure to comply with this policy will result in the confiscation of the device.
- Students wishing to contact their parents may do so from the phone in the school office. They should **not** use their own mobile phone for this purpose while on school property.
- In certain classes as pre-arranged by the class teacher, specific teaching and learning or research activities may require access to a personal mobile device. Such access and usage will take place under the clear, focused guidance and supervision of the teacher with defined learning intentions and once that activity is completed students will be required to turn their mobile devices off and stow them safely in their bags. Such access is limited to that specific activity and is governed by the St. Joseph's Patrician College's AUP. It is the student's responsibility to ensure that the phone does not disrupt any subsequent classes.
- The school does not permit the streaming of music through mobile devices at any time on school property.
- In certain classes as pre-arranged by the class teacher, specific teaching and learning or research activities may require access to ear-phones / ear-buds. This is the only circumstance where they can be used on school property. Students should store ear-phones and/or ear-buds away in school bags and/or school-jacket pockets once on school premises. Failure to do so will result in the confiscation of these devices.
- Students found not complying with the above will face having their mobile phone confiscated and the offence noted on Compass. Confiscated mobile

devices will be held securely on site and parents will be required to come to the school and sign for the return of a mobile phone. This return-service will be available from the school office only.

- Any mobile device not claimed within three months will be disposed of.

1st Offence	Returned at end of day.	Collected by student
2nd Offence	Returned after 3 school days	Collected by Parent / Guardian after 3 days. (At end of school day)
3 Offence	Returned after 1 school week (5 days)	Collected by Parent / Guardian after 5 days. (At end of school day)

- Parents wishing to contact their son are required to do so by contacting the school office on 091- 565980.
- Photographs cannot be taken, nor can recordings (audio or visual) be made, of a member of the school community without his/her expressed permission. Using phones or any other recording devices to record a person without appropriate authorisation, will be considered a serious breach of the School's Code of Responsibility and Behaviour, up to and including Step 9 of our Code.
- School staff will act uniformly in accordance with this policy. Refusal to hand a mobile device over to a staff member, on instruction, will be dealt with through the St. Joseph's Patrician College Code of Responsibility and Behaviour.
- It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. As such, the school may consider it appropriate to involve An Garda Síochána in such incidents.

Procedures to follow if policy breach is identified:

- If addressed by a staff member regarding using/accessing a mobile device the student may turn off his/her phone (the SIM is not permitted to be removed from a confiscated device)
- The device is handed to the teacher
- The device is enveloped with the name of student the date/time and the staff member's name clearly recorded on the envelope
- The device is handed into reception and stored securely for collection
- Teachers record this event on Compass.
- A Parent/Guardian is required to come to the school to recover the mobile device from reception and sign for the collection of the device.

Social Media & Mobile Phone Use on Approved School Trips / Tours / Extra Curricular (School Business)

AUTHORISED SCHOOL BUSINESS (e.g., games, field trips, etc.):

Photographs cannot be taken, nor can recordings (audio or visual) be made, of a member of the school community without his/her expressed permission. Using phones or any other recording devices to record a person without appropriate authorisation, will be considered a serious breach of the School's Code of Behaviour.

(a) No photographs of, or recordings (audio or visual) of, or comments about member of the school community can be uploaded to the Internet without his/her expressed permission and the permission of the school Principal/Deputy Principal.

(b) Students will observe positive 'netiquette' (i.e., etiquette on the Internet) in their representation of and comments on members of the school community and about the school itself (refer to the AUP)

(c) Students will not upload, download, send or forward any material on the Internet that is obscene, defamatory or intended to annoy or harass a member of the school community.

(d) Instances where the Internet is used to insult, offend, slander, defame, harass or bully a member of the school community by another member of the school community is a serious offence and will be treated accordingly.

Any student who uses the Internet as a vehicle to insult, offend, harass or bully another student or staff member will be deemed to have committed a serious breach of the School's Code of Responsibility and Behaviour and the school will have recourse to the range of sanctions available.

The school may consider it appropriate to involve the Gardaí in such instances.
Serious breaches of the School's Code of Responsibility and Behaviour will be dealt with by the appropriate Year Head, and / or the Deputy Principal/Principal and may be reported to the Board of Management.

It is intended a summary of this Policy will be in the Student Journal as part of the Code of Responsibility and Behaviour **(Appendix A**).

Legislation

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection Acts 1988 to 2018 and General Data Protection Regulations (GDPR)
- Copyright and Related Rights Act 2000
- Child Trafficking and Pornography Act 1998 and Criminal Law (Sexual Offences) Act 2017
- Children First Act 2015
- Harassment, Harmful Communications and Related Offences Act 2020 (Coco's Law)
- Criminal Damage Act 1991

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet and digital technologies should be referred to in the school's Code of Behaviour and Anti-Bullying Policy and related sanctions regarding misuse as appropriate should be outlined therein. The school also reserves the right to report any illegal activities to the appropriate authorities, including An Garda Síochána.

Acceptance of the Code of Responsibility and Behaviour implies acceptance of all school policies, including the Acceptable Use Policy.

Students agree to follow the school's Acceptable Use Policy on the use of the internet and digital technologies. Students will use the internet and digital technologies in a responsible way and obey all the procedures outlined in the policy.

Parents or legal guardian should read the Acceptable Use Policy and understand that Internet access is intended for educational purposes. They should 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.

In relation to the school website, parents/guardian accept that, if the school considers it appropriate, their child's schoolwork may be chosen for inclusion on the website. They understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website.

Appendix A

For Inclusion in The Student Journal 2026-2027

MOBILE DEVICE/ PERSONAL ELECTRONIC DEVICE (PED)/ ACCEPTABLE USE POLICY (AUP): to include items (but not restricted to) such as Mobile Phones, headphones, air pods and smart watches.
For the current full acceptable use policy (AUP), please see www.bish.ie.
This policy in relation to mobile phones is to ensure:

1. That the teaching and learning activities are not impeded by mobile devices and incidents involving mobile devices
2. That students are concentrating exclusively in class on active learning
3. That text/video bullying and intimidation is prevented.
4. That individual privacy and personal safety are not undermined in the school community
5. That learning activities involving mobile devices are pre-arranged, managed and supervised by class teachers.
6. That phones are switched off at all times when not in pre-arranged use.
7. 1st, 2nd and 3rd Year Students are expected to use the 'Phone Away Box'.
8. If brought to school, mobile phones must be stored throughout the day in student locker or bag (TY, 5th and 6th Year) so as not to disrupt learning and teaching in class. It is the student's responsibility to make sure their phone does not disturb the classroom. Failure to do so will result in confiscation.
9. All students are expected to leave their mobile phone on the teacher's desk when they are using the toilets during class time.

This Policy applies to the entire school campus which includes the school buildings, environs and **all school related activities** that occur on-site and off-site in the name of the school.

- If mobile phones or any PED are brought to school, the school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The safety and security of mobile phones is wholly a matter for students / parents.

- If brought to school mobile phones must be stored throughout the day in students school bag /secured in student locker so as not to disrupt learning and teaching in class. **It is the student's responsibility to make sure their phone does not disturb the classroom**, failure to do so will result in confiscation. In the case of 1st 2nd and 3rd year students, mobile phones must be placed in the Phone Away Boxes. These boxes are in full view of CCTV and students must use a padlock.
- Students are not permitted to access or use mobile devices at any time, unless they are directed by a teacher. Such access and usage will take place under the clear, focused guidance and supervision of the teacher with defined learning intentions and once that activity is completed students will be required to turn their mobile devices off and stow them safely. Failure to comply with this policy will result in the confiscation of the device.
- The School does not permit the streaming of music through mobile devices at any time in the school day.
- Ear-phones / ear-buds /air pods/ speakers are not to be used nor are they to be visible during the school day. Ear buds and speakers are liable for confiscation if used on school grounds.
- Students wishing to contact their parents may do so from the phone in the school office. They should not use their own mobile phone for this purpose while on school property.
- Parents wishing to contact their son are required to do so by contacting the school office on 091 565980. Parents will be contacted as required through the school office.
- Confiscated mobile devices will be held securely on site and parents will be required to come to the school and sign for the return of a mobile phone.

• 1st Offence	• Returned at end of day.	• Collected by student
• 2nd Offence	• Returned after 3 school days	• Collected by Parent / Guardian after 3 days. (At end of school day)
• 3 Offence	• Returned after 1 school week (5 days)	• Collected by Parent / Guardian after 5 days. (At end of school day)

- Any mobile device not claimed within three months will be disposed of.
- School staff will act uniformly in accordance with this policy. Refusal to hand a mobile device over to a staff member, on instruction, will be dealt with through the St. Joseph's Patrician College Code of Responsibility Behaviour.
- It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person (Please check AUP for full details). As such, the school may consider it appropriate to involve the Gardai in such incidents.

Social Media & Mobile Phone Use on Approved School Trips / Tours / Extra Curricular (School Business)

AUTHORISED SCHOOL BUSINESS (e.g., games, field trips, etc.):

Photographs cannot be taken, nor can recordings (audio or visual) be made, of a member of the school community without his/her expressed permission. Using phones or any other recording devices to record a person without appropriate authorisation, will be considered a serious breach of the School's Code of Behaviour.

(e) No photographs of, or recordings (audio or visual) of, or comments about member of the school community can be uploaded to the Internet without his/her expressed permission and the permission of the school Principal/Deputy Principal.

(f) Students will observe positive 'netiquette' (i.e., etiquette on the Internet) in their representation of and comments on members of the school community and about the school itself (refer to the AUP)

(g) Students will not upload, download, send or forward any material on the Internet that is obscene, defamatory or intended to annoy or harass a member of the school community.

(h) Instances where the Internet is used to insult, offend, slander, defame, harass or bully a member of the school community by another member of the school community is a serious offence and will be treated accordingly.

Any student who uses the Internet as a vehicle to insult, offend, harass or bully another student or staff member will be deemed to have committed a serious breach of the School's Code of Responsibility and Behaviour and the school will have recourse to the range of sanctions available.

The school may consider it appropriate to involve the Gardaí in such instances.
Serious breaches of the School's Code of Responsibility and Behaviour will be dealt with by the appropriate Year Head, and / or the Deputy Principal/Principal and may be reported to the Board of Management.

Appendix B

Digital Citizenship.

Here at St. Joseph's Patrician College, we recognise the importance of digital literacy as a skill to help our students achieve their full potential. We wish to encourage its development in an educational and responsible manner and our aim is to promote positive engagement with digital technologies amongst all our students.

Digital Citizenship defined:

- A digital citizen is someone who, through the development of a broad range of competencies, is able to actively, positively and responsibly engage in both on and offline communities, whether local, national or global.

  As digital technologies are disruptive in nature and constantly evolving, competence building is a lifelong process that should begin from earliest childhood at home and at school, in formal, informal and non-formal educational settings.
- Digital citizenship and engagement involve a wide range of activities, from creating, consuming, sharing, playing and socialising, to investigating, communicating, learning and working. Competent digital citizens are able to respond to new and everyday challenges related to learning, work, employability, leisure, inclusion and participation in society, respecting human rights and intercultural differences.

  - *Council of Europe: Digital Citizenship Education Handbook*

The **Council of Europe Digital Citizenship Education Expert Group** has identified 10 themes/domains to define the competencies that Digital Citizens should acquire. Each of the themes is made up of a combination of values, skills, attitudes, knowledge and critical understanding.

The themes fall into three main categories:

Being online – Information related to how we engage and exist online, it comprises three digital domains: access and inclusion, learning and creativity, and media and information literacy.

Well-being online – Information related to how we feel online, comprising another three digital domains: ethics and empathy, health and well-being, and e-presence and communications.

Rights online – Information related to being accountable online, comprising the final four digital domains: active participation, rights and responsibilities, privacy and security, and consumer awareness.

Grouped into these three categories above, the 10 themes of digital citizenship are:

Being online

1. *Access and Inclusion*
   This concerns access to the digital environment and includes a range of competences that relate not only to the overcoming of different forms of digital exclusion but also to the skills needed by future citizens to participate in digital spaces that are open towards any kind of minority or diversity of opinion.
2. *Learning and Creativity*
   This concerns the willingness and the attitude towards learning in digital environments over the life course, both to develop and express different forms of creativity, with different tools, in different contexts. It covers competences of personal and professional development to prepare citizens to face the challenges of technology-rich societies with confidence and competence, and in innovative ways.
3. *Media and Information Literacy*
   This concerns the ability to interpret, understand and express creativity through digital media, with critical thinking. Being media and information literate is something that needs to be developed through education and through a constant exchange with the environment around us: it is essential to go beyond simply “being able to” use one or another media, for example, or simply to “be informed” about something. A digital citizen has to maintain an attitude relying on critical thinking as a basis for meaningful and effective participation in his/her community.

Wellbeing online

4. *Ethics and Empathy*
   This domain concerns online ethical behaviour and interaction with others based on skills such as the ability to recognise and understand the feelings and perspectives of others. Empathy constitutes an essential requirement for positive online interaction and for realising the possibilities that the digital world affords.
5. *Health and Wellbeing*
   Digital citizens inhabit both virtual and real spaces. For this reason, the basic skills of digital competence are not sufficient. Individuals also require a set of attitudes, skills, values and knowledge that render them more aware of issues of health and wellbeing. Health and wellbeing in a digitally rich world, implies being aware of the issues and the opportunities that can affect wellness including but not limited to online addiction, ergonomics and posture, and excessive-use of digital and mobile devices.
6. *e-Presence and Communications*
   This domain refers to the development of the personal and interpersonal qualities that support digital citizens in building and maintaining an online presence and identity as well as online interactions that are positive, coherent and consistent. It covers competences such as online communication and interaction with others in virtual social spaces and also the management of one's data and traces.

Rights Online

7. *Active Participation*
   Active participation relates to the competences that citizens need to be fully aware of how they interact within the digital environments they inhabit in order to make responsible decisions, whilst participating actively and positively in the democratic cultures in which they live.
8. *Rights and Responsibilities*
   Just as citizens enjoy rights and responsibilities in the physical world, digital citizens in the online world also have certain rights and responsibilities. Digital citizens can enjoy rights of privacy, security, access and inclusion, freedom of expression and more. However, with those rights come certain responsibilities, such as ethics and empathy and other responsibilities to ensure safe and responsible digital environment for all.
9. *Privacy and Security*
   This domain includes two different concepts: Privacy concerns mainly the personal protection of one's own and others' online information, while Security is related more to one's own awareness of online actions and behaviour. This domain covers competences like

properly managing personal and others' information shared online or dealing with online safety (like for example the use of navigation filters, passwords, antivirus and firewall software) in order to avoid dangerous or unpleasant situations.

10. *Consumer Awareness*

The internet, with all its dimensions like social media or other virtual social spaces, is an environment where often the fact of being a digital citizen also means being a consumer. Understanding the implications of the commercial reality of much online space is one of the competences that individuals will need to have in order to maintain their autonomy as digital citizens.

Our Aim:

Our aim at St. Joseph's Patrician College is to strengthen our current policies and increase awareness around the need for encouraging Digital Citizenship amongst our students. Throughout the school we are trying to promote positive engagement with digital technologies amongst all our students, while improving staff understanding of the benefits and potential risks of being a Digital Citizen.

Linking in with established programmes in the school (i.e. SPHE, Wellbeing, SEN and our current Digital Literacy strategy), we are creating a new module taking inspiration from research done by the **Council of Europe Digital Citizenship Education Expert Group**, and the expertise of our staff.

We will deliver a 6-week short course to our Junior School students on being a Digital Citizen and will use the "*All Aboard for DigiTown"* workbook and "*The 9 Ps of Digital Citizenship"* poster as resources (Appendix 1 & 2.)

"The future of our children and society depends to a large extent our capacity to become responsible digital citizens." - Janice Richardson, Veronica Samara; Insight, August 2020.

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1. Council of Europe. (2019). *Digital Citizenship Education Handbook.* Available: https://rm.coe.int/16809382f9.

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4. Davis (2014). *What Your Students Really Need to Know About Digital Citizenship.* Available: https://www.edutopia.org/blog/digital-citizenship-need-to-know-vicki-davis

5. N. Kruger (2020). *9 Resources for Teaching Digital Citizenship*, iste.org [online], Available: https://www.iste.org/explore/digital-citizenship/9-resources-teaching-digital-citizenship

6. C. Smith (n.d.) *The 9 Ps of Digital Citizenship*, sutori.com [online], Available:
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7. (n.d.) *Considerations for Smartphone Use in Schools,* webwise.ie [online], Available: Smartphone Use in Schools - Considerations for Policy - Parents Consultation (webwise.ie)

8. K. Herlihy (2016). *Internet safety and Digital Citizenship*, kerlihy.weebly.com [online], Available: Internet Safety, Digital Citizenship, and Tools of the Future - Kristy Herlihy Electronic Portfolio (weebly.com)

Appendix C

Useful Resources

All Aboard for DigiTown – A learning path for to become smart digital citizens.