



Mobile Device Management Policy

1.0 Introduction

As outlined in Dominican College Wicklow's **ICT Acceptable Use Policy**, the school recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life.

To that end, Dominican College Wicklow may provide access to ICT for student use. The school also permits students, on the signing of this policy, to use their own, school-approved, devices within the school setting to assist with their education. iPad devices are to be used by students for educational use only.

This Mobile Device Management Policy outlines the guidelines and behaviours that our students are expected to follow when using their personal devices, or school-owned devices, on the Dominican College Wicklow campus, at Dominican College Wicklow organised activities and in relation to off-campus use appropriate use of devices.

Failure to follow these guidelines will result in disciplinary action.

The terms of the school's **ICT Acceptable Use Policy** also apply.

1.1 Approved Devices

Since September 2012, some of our students have been using iPad devices in class, for homework, research and on educational outings.

All students who wish to use an iPad must follow the ICT Acceptable Use Policy and the Mobile Device Management Policy.

Students wishing to use a tablet-style or other mobile technology device in class may only use a school approved Apple iPad. Parents will be advised by school Management or Wriggle in relation to the required or recommended iPad specification. Wriggle will deploy and manage student iPads. iPads must be managed by Wriggle at all times. Parents should check with school Management or Wriggle in advance of purchasing an iPad device prior to purchase, if in doubt.

1.2 Device Use

Ethical and responsible use of technology and mobile technology devices is expected and required of students at all times, both on the school campus at Dominican College Wicklow, and out-of-school. This Mobile Device Management Policy applies to the use of iPad and Mobile Phone devices in particular but extends to all such technological devices with internet connectivity, camera, video and or sound recording technology.

Students must only access device applications when instructed by a teacher to do so. Students are forbidden from opening apps in class, or going online, unless instructed to do so, and only for the purpose instructed by the teacher.

Students must not access iPads during break or lunch times without the explicit written permission of a teacher. Exceptions to this rule are made during house examinations before Christmas and summer, and then only for study purposes. Students may use their iPads for homework / study purposes in the school library at lunchtime.

There are particular dangers associated with taking photos / videos of other students while in school uniform, and also in sharing such material on a social network (or other) site such as Facebook, Twitter, Instagram, Youtube, Snapchat or Yik Yak. In order to minimise the risk of exposure to such dangers all students are explicitly forbidden from taking photos, video recordings and sound recordings of anyone in the school (including students, staff, parents, visitors) unless explicitly instructed by a teacher to do so, and when instructed to do so by a teacher, with the consent of the individual. Students are forbidden from

sharing such material online unless with the explicit permission of a teacher and under that teacher's supervision and for educational purposes.

Students are strictly forbidden from taking photos / videos / sound recordings of staff in school without their consent, and of any student in school (without relevant consent in the form of parental consent form of the student in the image / sound recording in addition to explicit permission from a teacher).

Students must take particular care of their mobile devices and not leave them unattended. Mobile phones must be switched off (except during morning break and lunch times) and stored either in students' lockers or school bags. iPad devices should be kept in a robust protective case and stored in students' schoolbags at all times when not in use. Devices may be given to Management for safekeeping while students are away at Sports events or other educational outings.

Irresponsible or unethical use of Mobile Devices by students will be considered a serious infringement of the Code of Behaviour and disciplinary action will be taken where this applies.

1.3 Device Inspection

The school reserves the right to inspect a student's device and browsing history at all times.

1.4 Device Features

The school reserves the right to restrict access to features on students' devices during the school day and off site. This includes access to applications on the device as well as the device's camera. The following applications are explicitly banned from iPad devices at all times: Snapchat, Yikyak, Facebook, Instagram, AskFm, Messenger, Viber, Whatsap, Oovoo, Periscope, Vpn, Twitter, % Calculator, Whisper|vpn, Express|hotspot shield|betternet, vpn|hexatech|tunnelbear|hola|surfeasy|vpn in touch|onavo|one click professional vpn|hide my ass|vpn browser tor|vpn master proxy|secure line|secureline|ipvanish|ipvanish|twitter

Other features and applications may also be restricted as the year progresses. Students and parents will be notified of any such updated restrictions via our school website www.dominicanwicklow.net The use of the device's camera during school, for whatever reason, is forbidden unless explicitly instructed by a teacher for educational purposes under the teacher's supervision. The Wriggle app may only be downloaded and used on the iPad. Students must not sign into their personal smartphones using their Dominican / Wriggle accounts.

1.5 Device Insurance

All devices used by students must be insured.

It is the responsibility of individual parents/guardians to make sure devices are covered by an appropriate insurance policy.

Dominican College Wicklow is not responsible for the damage, theft or loss of any device.

1.6 Device Charging

It is the responsibility of students to ensure that their device is fully charged before coming to school each morning.

Charging facilities will not be offered by the school. Repeated breaches of this requirement will result in disciplinary action.



1.7 Suitable Material

In addition to prescribed e-books, a Green List of other prescribed material, including books, films, audio and apps will, over a period of time, be developed by each subject department. Students will be able to access these on their devices when permitted to do so by a teacher. Earphones will be required by students in such cases.

Green List (Recommended Apps):

Edmodo, Quizlet, Socrative, Educreations, Brain It On, Maths Duel, Ninja Factr Free, Milk Hunt, Agent X, axa/a+c/a, Math Mix, Times Tables, Google Earth, Garage Band (for Music).

A supplementary Red List of prohibited material, to complement the PDST’s own restricted sites, is also under development. Students found to be accessing such sites / apps or material will face disciplinary action.

Red List (Banned Apps):

Banned apps (these apps are not permitted on iPad devices at any time, including during school closure times e.g. weekends, holiday periods):

Snapchat, Yikyak, Facebook, Instagram, AskFm, Messenger, Viber, Whatsapp, Oovoo, Periscope, SimSimi, Vpn, Twitter, %Calculator, Whisper|vpn, Express|hotspot shield|betternet, vpn|hexatech|tunnelbear|hola|surfeasy|vpn in touch|onavo|one click professional vpn|hide my ass|vpn browser tor|vpn master proxy|secure line|secureline|ipvanish|ip vanish|twitter

1.8 Violations of this Mobile Device Management Policy

Violations of this policy in Dominican College Wicklow may result in disciplinary action, including:

- Notification to parents in most cases
- Suspension of network and computer privileges
- Detention
- Students may be required to purchase textbooks
- Suspension
- Legal action and/or prosecution

I have read and understood this Mobile Device Management Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)



I have read and discussed this Mobile Device Management Policy with my child:

(Parent / Guardian Printed Name)

(Parent / Guardian Signature)

(Date)

Ratified by the Board of Management on 11th June 2015; updated on 12th October 2016 & 28th March 2017

For review in October 2017.