

CLAREGALWAY EDUCATE TOGETHER N. S. MOBILE PHONE AND ELECTRONIC DEVICE POLICY

Ratified by the B.O.M. on 01/05/07

Reviewed on 15/03/12 and 25/10/18

Introduction

This policy was drawn up in response to technological advances, which have seen a significant increase in mobile phone and other electronic devices amongst the school population over recent years.

Aims:

It is our aim to:

- To lessen intrusions on and distractions to children's learning during the school day.
- To ensure children have maximum opportunities to socialise positively during break times.
- To ensure that electronic devices in and owned by the school (iPads, computers etc.) are used under the instruction and supervision of staff only, and are used for educational and learning purposes.

Guidelines and Procedures for Children

The following are the guidelines for mobile phone/electronic devices usage in the school:

- Children are not allowed to use mobile phones or their own personal electronic games or devices during school hours. Exceptions where STEM involved and under direct supervision of the teacher or the student has a device because of Special Needs.
- In exceptional circumstances, when a mobile/device is required after school pupils should keep their device switched off and out of sight for the duration of the day.
- Pupils who ignore this policy and use a mobile on school premises without permission will be required to hand over their phone to a member of staff. The mobile phone will be confiscated and brought to the Principal's office. The student will be able to collect it at 3pm. Should this be repeated the mobile phone will be confiscated and parents will be asked to collect it from the office.
- If a teacher has any suspicion that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone to a teacher and parents will be asked to collect it from the school. Where there is a suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the Gardaí for further investigation. Parents will be informed in such circumstances
- Liability for any loss, damage or theft of any device is NOT under any circumstance the responsibility of the staff or Board of Management.
- Children who need to contact home during school hours may do so through the school secretary or class teacher (using the school landline phone).
- Use of mobile phones/electronic devices are not permitted even during after school activities such as Homework Club etc.
- The use of School owned electronic devices (iPads/ laptops etc.) is strictly under the supervision of staff and in line with our IT Policy and Acceptable Usage Policy.
- Additionally, the school staff and Board of Management will ensure regular educational talks by experts for pupils, parents and staff to endeavour to keep pupils and parents educated on any risks associated with mobile phones, tablets or internet enabled devices - such as cyber bullying, social media security and content,

**CLAREGALWAY EDUCATE TOGETHER N. S.
MOBILE PHONE AND ELECTRONIC DEVICE POLICY**

*Ratified by the B.O.M. on 01/05/07
Reviewed on 15/03/12 and 25/10/18*

Guidelines and procedures for Staff

- Classroom supervision is usually organised if a class teacher has to contact other professionals or outside agencies in relation to a particular child. This contact is then made using the school landline.
- The organisation of school events such as sporting games, events etc. should be organised on the school landline, but calls relating to such school business may also be received and made on teachers' personal phones during the school day.
- The Principal may have his/her mobile phone turned on at all times when in classrooms, so that they are contactable by the office / staff (in case of emergency) at all times.
- Staff personal mobiles may also be used to contact the Principal / office in the case of an emergency in the classroom / yard etc.
- Staff personal calls and texts are ordinarily confined to break times (but not while on yard duty).
- All staff should have their phones on silent during class time.
- It is acknowledged that teachers and SNAs may need to be contactable by their family / their children's school etc. during the day, so phones may be left in view (while on silent) throughout the school day. Staff personal calls on their mobile phones may be answered in cases of such emergencies.