



# St. Louis Community School

## Mobile Phone Policy

In formulating this policy, the Board of Management aims to provide students with reasonable communication facilities appropriate to a modern school environment, conducive to effective teaching and learning, and to secure a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

This policy should be read, by students and staff, in conjunction with the school's ICT Acceptable Use Policy, the Anti-Bullying Policy, The Code of Positive Behaviour and other related school policies.

Where mobile phones are referenced it is used to include other devices such as iPads or tablets. The scope of this policy is not confined only to mobile phones, reference is also made to the use of wearable technology such as smart watches.

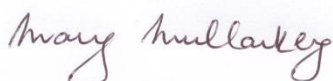
Students are permitted to bring mobile phones to school provided that the following conditions are observed;

- a) Mobile phone use must comply with the provisions of the school's ICT Acceptable Use Policy in which all students and staff sign a pledge to signal their commitment to the use of mobile phones and other devices in a responsible and appropriate manner.
- b) Where a student brings a mobile phone to school, the phone should be powered off and the use of the mobile phone on school grounds is forbidden, unless specific permission is given by a member of staff to carry out a task. Any student in breach of this rule will have their mobile phone confiscated and returned to their parent/guardian the following Friday or at a holiday break, whichever is soonest. The phone will not be held in the school at a weekend.
- c) Unless permission is granted by a teacher, no photographs or recordings can be taken, video or audio, using mobile phones on the school premises or grounds. Using phones in such a way can seriously infringe upon people's rights.
- d) Parents/guardians are asked not to arrange to contact students by mobile phone at any time during the school day. Contact with the school may be made through the office and students are directed to use the office phone in emergencies.
- e) All smart watches must have notification alerts and location switched off.
- f) Ear buds, ear phones, headphones or any other similar devices are not permitted.
- g) The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. (except in the case where the phone has been confiscated). The safety and security of mobile phones is wholly a matter for students/parents/guardians.
- h) When a student requests to go to the toilet, their phone must be left on the teacher's desk.

## Sanctions

- a) *Students found with a mobile phone:* Should a student be found by any member of staff to be using, or seen with, a mobile phone during the course of the school day, the mobile phone and SIM card (whether it belongs to the student or not), will be taken by the staff member and handed in to the main office. The mobile phone will be held in the main office until the next Friday afternoon or the start of a holiday period, whichever is sooner. Parents/guardians will be expected to collect the phone after 1.20pm on the following Friday or at the start of a holiday period, whichever is sooner.
- b) *Students found with earphones/headphones/earbuds:* Should a student be found by any member of staff wearing, using or seen with earphones, headphones or earbuds, during the course of the school day, (whether it belongs to the student or not), they will be taken by the staff member and handed in to the main office. The earphones, headphones or earbuds will be held in the main office until the next Friday afternoon or the start of a holiday period, whichever is sooner. The earphones, headphones or earbuds will be returned to the student after 1.20pm.
- c) *Failure to hand up a mobile phone:* Should a student be found to be using or seen with a mobile phone/audio device during the course of the school day and refuses to hand up the device, they will be brought immediately to the main office where Parent/Guardian will be contacted and asked to take the student off the school premises for the remainder of the school day. On their return to school the following day, the student will, in the company of their parents, meet with a member of the Senior Management team by appointment. The student will be permitted to return to class, once the phone is handed up at this meeting.
- d) *Online Privacy:* At no time should a mobile device be used to capture pictures, video or sound of any other person or event in the school without permission from management or staff. Such action is considered a serious breach of school discipline and will result in disciplinary action in line with the school's ICT Acceptable Use Policy.
- e) *Use of mobile phone in an exam:* Any student/s found using a mobile phone or smart watch to gain advantage in exams or assessments will face disciplinary action as sanctioned by the school.
- f) *Online messaging:* Incidents where students use mobile phones to bully other students or send offensive messages, photographs, videos or calls, while engaged in school activities, will be investigated under the Anti-Bullying policy and the ICT Acceptable Use Policy. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardai in such incidents.

Signed: Chairperson, Board of Management.



Date: 14<sup>th</sup> December 2022

