

**St. Colman's National School, Cloyne.**

**Mobile Phone and Electronic Device Policy**

**Introduction:**

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

**Rationale:**

- Mobile phones, Tablets (iPads etc.), Electronic Game Consoles (DS, Nintendo Switch, PSPs), MP3s/iPods, Cameras, Smart Watches and similar portable devices that are intrusive and distracting in the school environment
- Strategies must be in place to reduce the intrusiveness of unauthorised technology in a school situation
- Some electronic devices may be harmful due to frequent use
- Mobile Phones may be used to conduct bullying campaigns
- Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images
- Some of the mentioned 'gadgets' can be used to take photos and record voices/film which may lead to Child Protection issues or compromise the school's Data Protection Policy.

**School Ethos:**

All pupils and staff are entitled to come to school in a safe and secure environment which is conducive to teaching and learning. The use of mobile phones and other electronic devices contravenes this.

**Aims:**

- To ensure a safe, secure school environment
- To lessen intrusions on and distractions to children's learning
- 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 outlines the policy procedures that are to be adhered to in this school:

- Children are not allowed to use mobile phones or their own personal electronic games or devices during school hours.
- Pupils are not allowed to bring mobile phones or electronic devices into school.
- In exceptional circumstances, when a mobile/device is required after school pupils should hand their mobile and/or device to the class teacher/ Principal for safe keeping. It will be kept in a locked drawer/ filing cabinet throughout the school day. The device should be powered off and may be collected at the end of the school day.
- 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 using the school landline phone.
- When out of school activities and after school activities are scheduled parents may contact pupils through the school mobile phone (089 4329426). Similarly, if necessary, the child with the permission of the teacher in charge may contact parents using the school mobile phone.
- All electronic devices are banned during school and during any school activities.
- Any pupil who brings a mobile phone or electronic device to school risks having it confiscated and will only be returned when parents collect it from the office. Any pupil who brings a mobile phone or electronic device to school, and does not hand it to the teacher / school principal risks having it confiscated and not returned until a Parent/Guardian collects it.
- The use of School owned electronic devices (iPads/ laptops etc.) is strictly under the supervision of staff and in line with our 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.

## **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 or school mobile.

- The organisation of school events such as sporting games, events etc. should be organised on the school landline or school mobile, but calls relating to such school business may also be received and made on teacher's 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.

#### **Roles and responsibilities:**

All staff share in the co-ordination and implementation of this policy

#### **Evaluation:**

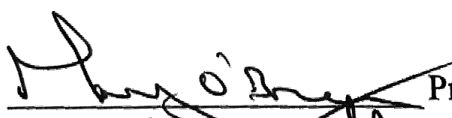
This policy is monitored on an ongoing basis and amendments added as new technology is developed.

#### **Implementation:**

This amended policy will come into operation following a Board of Management meeting on March 4<sup>th</sup> 2019.

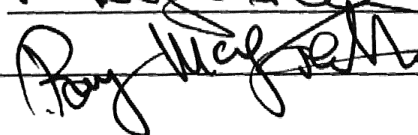
The policy will be reviewed, as necessary, in the light of experience.

Signed: Mary O' Brien



Principal

Signed: Ray McGrath



Chairperson BOM