



## **MOBILE PHONE AND OTHER ELECTRONIC DEVICES POLICY**

### **Preamble**

Maynooth Educate Together NS is a co-educational school with mainstream classes and classes catering for children with ASD. Our ethos espouses the following principles ie we are multi-denominational, co-educational, child-centered and democratically run. We aim to provide an education that fosters development of children's talents, abilities and personalities. We support children in developing attitudes which will enable them to become open-minded, creative, respectful, responsible and caring members of society.

### **Introductory Statement**

This policy is to ensure the appropriate use by pupils of mobile phones and electronic devices on the school premises.

### **Rationale**

- Mobile phones and electronic devices may be used to conduct bullying campaigns.
- Mobile phones and electronic devices may provide easy access to cameras and the internet giving pupils opportunity to view and disseminate inappropriate images for children in primary school.
- Mobile phones and electronic devices are intrusive and distracting in a school environment.
- Strategies must be put in place to reduce the intrusiveness of mobile phones and electronic devices in a school situation.

### **Aims**

- To provide a safe school environment
- To lessen intrusions on and distractions to children's learning
- To decrease the opportunity to conduct bullying in any form

### **Relationship to School Ethos**

The use of mobile phones and electronic devices by pupils contravenes the provision of a safe and secure school environment conducive to learning in our primary school.

## **Internal School Procedures**

1. Pupils are not allowed to use mobile phones or electronic devices within the school premises (building and grounds) at any time with the exception of those specifically approved by the school for educational purposes.
2. The Board of Management does not accept any responsibility for the loss, damage or theft of any mobile phones or electronic devices on the premises.
3. Mobile phones and electronic devices are not permitted on school trips and during after-school activities on the school premises.
4. Pupils who need to contact home for urgent reasons during school hours may do so through the school secretary using the school landline phone.
5. Any pupil breaking the procedures will have their mobile phone or electronic device confiscated for the following periods:
  - a. Confiscation will last one week from the day of the offence. The mobile phone or electronic device will be available for collection by the pupil's parents from the Principal's office at the end of this week.
  - b. Any further breach of procedures will result in confiscation for one full month.
  - c. Repeated breaches of these procedures will be dealt with under the School Code of Behaviour

## **Mobile Phone Use by Staff**

1. Staff use of mobile phones will be confined to break times and after school (except in the case of an emergency).
2. In very exceptional circumstances (eg an ill family member) the teacher may, with the permission of the principal, have their phones on for a period. An explanation should be given to the class in this case.
3. Staff are reminded to be careful when using their personal mobile phones to contact parents. For privacy & personal safety, teachers should use the school phone or if personal phone must be used, the personal phone number should be withheld through the phone settings.
4. Personal phones should never be used to take photographs of children, or the school environment, or staff, or to store their personal data. Instead school tablets or school cameras should be used for official school photography. *(Please see our Data Protection Policy for storage of photos)*

## **Roles and Responsibilities**

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

## **Internal School Procedures**

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

1. Children are not allowed the use of mobile phones / electronic games during school hours
2. Pupils may bring mobile phones to school but they must be turned off at the gates of the school. Mobile phones are to be kept in the pupil's school bag. The school accepts no responsibility for lost or stolen mobile phones or devices.
3. If a mobile phone is activated during school time, it will be confiscated by the class teacher and handed over to the principal. A parent/ guardian will be contacted and required to come to the school to collect it when the school day is over.
4. When pupils are engaged in out of school activities and after school games are scheduled, school tours etc., children are not allowed to carry a mobile phone. If parents need to be contacted, the teacher/ organizer will have a mobile phone and he/she will make any necessary phone calls
5. Children who need to contact home during school hours may do so through the school secretary using the school landline phone.
6. All electronic gadgets are banned, even during after school activities, unless they are to be used to enhance the learning opportunities of the pupils and are used under the strict supervision of the class teacher.
7. Staff have access to the school landline if urgent calls need to be made to parents.
8. Classroom supervision is organized if a class teacher has to contact other professionals or outside agencies in relation to a particular child.
9. Staff: In general, phones are switched off during school time.
10. Staff personal calls are to be confined to break times.
11. Staff are permitted mobile phones in case of emergency

## **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 comes on stream.