

St. Bernadette's School
Principal: Mr. J Haran
RN: 19592J



Mobile Phone Policy

The use of mobile phones is central to everyday life. All staff and most pupils use mobile phones to communicate with others and to undertake everyday tasks, i.e., writing e-mails, taking photographs, keeping fit, etc. In a school setting it is important that everyone understands what purpose they are used for within the school setting and how to ensure that respect for others is maintained when using mobile phones.

It was deemed necessary to set up a policy on mobile phones as a matter for health and safety of all pupils. The staff felt that mobile phone use in school should be addressed. Staff use mobile phones for work purposes to communicate with others. All access to school applications such as Aladdin and Gmail by staff should always be protected via a password and on a locked device. It is also recognised that some students may require them for safety purposes directly after school. With these factors in mind the following policy was developed by the school.

The purpose of this policy is to allow the school to function in an orderly and harmonious way. The policy will enhance the learning environment where children can make progress in all aspects of their development. The principal, staff, and Board of Management of St. Bernadette's School are committed to the principle of providing a holistic education to all its students in an environment of care and

safety. This incorporates the promotion of acceptable behaviour patterns which the students will carry into their adult lives. Recognising the intrinsic value and importance of cooperation between home and school we endeavour in St. Bernadette's to provide clear guidelines as to the expected use of mobile phones of those who attend our school. This can only be achieved when there is a high level of respect and cooperation between staff, parents, and pupils.

Procedure

- It is school policy that children should hand the mobile phone to their class teacher or their SNA at the beginning of the day and it will be returned to them before they go home each day.

Children are allowed to bring their phone into school if they are on a long bus journey to and from school, however if a child lives close to the school, it is recommended that they leave their phone at home.

- In the event of a pupil being found with a mobile phone without being under the instruction of the teacher, it will be confiscated by a member of staff. They will be returned only to a parent/guardian on request. The principal will store them until such a time as the parent/guardian calls to the school for the phone.

- If a pupil refuses to hand up their mobile phone, parents/guardians will be contacted, and they will be asked to come into the school to confiscate the phone.

- The use of phones to record (pictures, videos, voice) is strictly forbidden.

- The use of cameras, video recordings and other devices which are not school property is forbidden.
- The use of phones for any purpose by any pupil during school time is strictly forbidden.
- A copy of the school policy will be sent to parents/guardians, and they will be informed of any updates to the policy.
- On trips and outings or for educational purposes mobile phones can be used at the discretion of staff members.
- The use of phones by staff for essential calls should be kept to the minimum and should be used if possible, during break and lunch time.
- When staff are accessing school data on a personal device, they should ensure that the device is encrypted and the device and application they are using is password protected.