



Use of Mobile Telephones and Electronic Devices Policy

This policy was reviewed by Parents: Suzanne McEvoy, Niamh O'Ceallaigh / Staff: Victoria Spencer, Sarah Railton, Antoinette Doyle/ Students: Dylan Ross, Isla Coad.

This policy outlines and clarifies the school's position on the appropriate use of mobile phones and electronic devices in our school.

1.Rationale

The possession and use of mobile phones and electronic devices by school pupils is now extensive, even in the primary school sector.

- Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school strongly discourages the bringing of mobile phones/ electronic devices to school by students.
- In addition, research is still ongoing as to the possible harmful effects of the frequent use of mobile phones, smart watches, go pros, iPods, Nintendos, PSPs, MP3's etc. Whilst all can be educational, their use can have harmful effects on children's concentration, and could have implications with regard to discipline and potential bullying.
- Use of smartphones, smart watches, go pros with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use, or distribution of images.
- The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.
- Each year families will be asked to sign up to the mobile phone policy in the yearly information forms.

2.Guidelines for Pupils

- 1) Pupils **SHOULD NOT** bring mobile phones/ipads/tablets to school. The only exception is where a child requires the device for their safety on their way to and from school. Should a child need a device with them in school, a note should be sent to the appropriate teacher on SeeSaw explaining the reason.
- 2) If a pupil must have a mobile phone/ipad/tablet in school, it should be switched off and handed in to the teacher. The teacher will keep it in a designated safe place in the classroom. The school will not be liable for the replacement of lost, stolen, or damaged devices.
- 3) The use of mobile phones/ipads/tablets on school grounds is forbidden during the school day except with the permission of the teacher. Parents should note that in cases of emergency, the school phone remains the first point of contact and ensures the child is reached quickly, and helped in an appropriate way.



- 4) When their child receives their device back from the teacher at the end of the school day, the child should not turn on the device until they are off school property.
- 5) Should a pupil bring a mobile phone/ipad/tablet to school and not submit it to the teacher, it will be confiscated, with appropriate consequences. These consequences are described below.
- 6) iPods, smart watches, go pros, Nintendos, PSP's, MP3's or other devices that have internet connectivity are PROHIBITED in school.
- 7) The school will not be liable for the replacement of lost, stolen, or damaged devices.

3. Medical Devices / EAL Devices

Where the medical need arises children may need to bring an electronic device to school to assist with managing the medical condition. Where this occurs an agreement of use is arranged between the class teacher, principal and parent. This agreement is formed using the form at the end of the policy.

When a child is learning English as an additional language (EAL) the child may require support with an electronic device. This device will translate material and assist with day to day activities. When this is a requirement an agreement of use is arranged between the class teacher, principal and parent. This agreement is formed using the form at the end of the policy.

4. Exceptions

On school trips or activities, which involve after school hours, the pupils are **NOT** allowed to have their mobile phones/tablets/ipads. If there is an exception, the parent must send a See Saw note to the appropriate teacher explaining why.

If a pupil is approved to bring their mobile phone/tablet/ipad on a trip (in exceptional circumstances) they must turn off the device and hand it to their teacher. If they are required (with permission) to use the device during the trip/activity they are not permitted to take photos or videos with their mobile phone/tablet/ipad. It is forbidden for photos to be placed on the internet or on social networking sites, due to Child Protection reasons and the schools Internet Safety Policy, to which the children and parents have accepted.

Should a child need to phone home, this can be done on the school landline with the permission from the teacher.

The only trip where we allow a phone to go is on the 5th & 6th class camping trip where phones are collected until we allow access to phones for a short period (10 minutes) to ring home etc. **APART FROM CAMPING NO PHONES SHOULD GO ON ANY SCHOOL TRIP OR ACTIVITY (INCLUDING CHRISTMAS PARTY/CHRISTMAS PLAY).** If a phone is found was not declared the phone will be confiscated as described in the consequences section.

5. Consequences

If a mobile phone comes to school and is not declared it will be confiscated and will remain in school. – for the first offence, it will be confiscated and returned to the child's parent at the end of the next school day. If



there are repeated incidents, the length of time of confiscation will increase. 2nd time = 3days confiscation, 3rd time = 1 week confiscation and so on.

If the use of the mobile phone/device is in defiance of the school's Code of Behaviour or Anti-Bullying policy the procedures in these policies will be followed.

6. Guidelines for Staff

1. During teaching time, while on playground duty and during meetings, mobile phones will be put on 'silent' or 'discreet' mode. Teachers use their phones to upload photographs/messages to SeeSaw throughout the school day.
2. Mobile phone use by staff during the teaching times should only be used in cases of emergency.
3. Staff have access to the school landlines should an urgent call need to be made.
4. Calls for school business e.g. checking a booking for school tour, making arrangements for sporting events etc. should be done on the school phone.
5. We ask parents to contact teachers through the SeeSaw message facility.
6. Parents who have personal mobiles phone numbers of staff are asked to respect the privacy of the teacher/staff member. They are asked not to call on the staff's personal mobile phone numbers unless absolutely necessary.



Mobile Phone Rules : Parent / Pupil Quick Reference Guide

1. Mobile phones **SHOULD NOT** come to school. If your child needs to contact you during the day there is no problem with using the school office phone.
2. Smart Watches, go pros or any device that has internet connectivity **SHOULD NOT** come to school.
3. A child who requires an electronic device to manage a medical condition will enter an agreement with the school on the use of this device.
4. If a phone is required to come to school because of for example arrangements for the home journey etc : **THE PHONE SHOULD BE GIVEN TO THE CLASS TEACHER** who will mind it until the end of the day when the child can retrieve it for their home journey. The phone should be turned off and will be kept in a safe place.
5. If a mobile phone comes to school and is not declared it will be confiscated and will remain in school. - for the first offence, it will be confiscated and returned to the child's parent at the end of the next school day. If there are repeated incidents, the length of time of confiscation will increase. 2nd time = 3 days confiscation, 3rd time = 1 week confiscation and so on.
6. **Phones should not go on any school trips or any school activities (ie 6th class club / Christmas play, party etc.).** The reason for this rule is to protect the group and avoid photographs/videos being shared without permission.
7. The only trip where we allow a phone to go is on the 5th & 6th class camping trip where phones are collected until we allow access to phones for a short period (10 minutes) to ring home etc. **APART FROM CAMPING NO PHONES SHOULD GO ON ANY SCHOOL TRIP OR ACTIVITY (INCLUDING CHRISTMAS PARTY/CHRISTMAS PLAY).** If a phone is found, that was not declared, the phone will be confiscated as described in point 3.
8. If a teacher has a concern that material on the phone could be harmful to another pupil the phone will be handed over to the gardai for further investigation.
9. Pupils using mobile devices to bully other pupils or send offensive messages/calls will face disciplinary actions as per the School Code of Behaviour/Anti Bullying policy.
10. It should be noted that it is a criminal offence to use a mobile device to menace, harass, upload images of another person without their permission or offend another person. As with all such incidents, the school may consider it appropriate to seek advice from the Gardaí.
11. The school accepts no responsibility for replacing lost, stolen or damaged phones as they are not allowed on the premises.



Medical Electronic Usage Agreement Form

Child's Name _____

Parent's Name _____

Description/Function of Medical Device _____

I (insert child's name) _____ agree that this device will be used in adherence with the school's Code of Behaviour Policy, Mobile Phone Policy, Internet Safety Policy and Anti-Bullying Policy. (Please Tick) ☐

Parent Signature

Child's Signature

Class Teacher's Signature

Principal's Signature

Date: _____



office@stsavioursns.com
0404 46512

EAL Support Electronic Device Usage Agreement Form

Child's Name _____

Parent's Name _____

Description/Function of EAL Support Device _____

I (insert child's name) _____ agree that this device will be used in adherence with the school's Code of Behaviour Policy, Mobile Phone Policy, Internet Safety Policy and Anti-Bullying Policy. (Please Tick) ☐

Parent Signature

Child's Signature

Class Teacher's Signature

Principal's Signature

Date: _____