

### ***Rationale***

While students have a right to own a mobile phone/PED, within a school context this right cannot compromise or disrupt teaching and learning, nor can it impact on the personal dignity and right to privacy of any member of the school community. The school recognises the importance of this policy in order to

- (i) optimise teaching and learning for all;
- (ii) reduce potential distractions to students;
- (iii) provide an environment that is free from threat to/invasion of privacy of others and
- (iv) discourage cyberbullying.

### ***During the School Day or On School Outings/Trips***

1. On arrival on the school premises in the morning, students must have their mobile phones/PEDs powered off before they arrive to school (and not on silent or any equivalent mode) and placed in lockers which should be fully locked at all times with students' own secure padlocks.
2. Mobile phones/PEDs must not be brought to class unless requested to do so in advance by the class teacher for learning purposes. Mobile phones should be switched on and off per request of the teacher.
3. Students must not use mobile phones/PEDs to take photographs or make recordings, either visual or audio, on the school premises, without the school's permission. Such instances are seen as serious breaches of discipline and will be subject to sanction.
4. Parents/guardians and students should note that any member of the school community who believes their right to privacy has been infringed due to photographs or visual/audio recordings will be advised to report the matter to An Garda Síochána.
5. The school expects that students have mobile phones/PEDS kept securely in lockers and therefore accepts no responsibility for lost, stolen or damaged devices.
6. Students should have their names or clear personalised identification on their mobile phones/PEDs and use PIN codes/passwords to prevent unauthorised phone calls, messages or emails.

### ***Use as an Aid to Teaching & Learning***

7. Students are only permitted to use mobile phones/PEDs in class with their teacher's permission.
8. Such use must be teacher led and supervised thus contributing to teaching and learning only.
9. Filming, taking of photographs, audio recording, messaging or accessing the internet must not occur without the teacher's permission.
10. Mobile phones/PEDs should be placed on desks in front of students, where they are visible to the teacher at all times.

### ***Communication***

11. Parent/guardian to student or student to parent/guardian: This communication should occur through the school office only and not via a student's mobile phone. The school reserves the right to impose sanctions where mobile phones have been used to contact a parent/guardian.
12. Inappropriate or irresponsible communication/Cyberbullying: Incidents where students use a mobile phone/PED to bully, menace, harass or offend another member of the school community (in school or out of school hours) will be investigated, seen as a serious breach of

the school's Code of Behaviour and subject to sanction, up to and including suspension/expulsion.

### *Sanctions re Misuse*

13. *Any unauthorised use* of a mobile phone/PED will result in immediate confiscation. In the case of the mobile phone, this will also include the SIM card which must not be removed by students.
14. Only parents/guardians can collect the student's mobile phone/PED from the school office on the school day after its confiscation.
15. Repeat offences will result in longer confiscation periods.
16. A student who refuses to hand over a mobile phone/PED, including the SIM card, to any staff member when requested will be subject to serious sanction, up to and including suspension.
17. Students and parents/guardians should note that it is a criminal offence to use any electronic device, including mobile phones, to bully, menace, harass or offend another person (in school or out of school hours). Alongside sanctions being imposed (as per no. 12 above), the school may deem it necessary to report such instances to An Garda Síochána.