



STUDENT MOBILE PHONE AND COMMUNICATION TECHNOLOGY POLICY

"The School's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the Board of Studies for registration for the school."

Rationale

Mobile phone **and other means of technological communication** are an effective and quick means of communication. Where unforeseen events occur, mobile phones provide students and their families with a ready means of communication. There is a need, however, to set clear guidelines and limit their use during the school day, in particular, to avoid unnecessary interference with teaching and learning and to protect the privacy and wellbeing of others.

Guidelines

In normal circumstances, parents or caregivers wishing to leave messages for their children should do so by telephoning the school. Staff endeavour to ensure that messages are passed on as soon as possible.

Teachers and office staff also assist students who need to contact family or other persons in an emergency.

Implementation

- If a parent/guardian believes it is necessary for their child to bring a mobile phone to school, the phone must remain in the student's bag and be turned off or placed on silent.
- **If a student wears a smart watch to school, then the procedures and guidelines for mobile phone use will apply to the using of the smart watch at school or on excursions, including camps. Meaning that disciplinary action will be taken if a child uses the mobile phone abilities of the smart watch, such as but not limited to texting, calling or receiving of calls.**
- Students are not permitted to use a mobile phone at all during the day. If a student needs to make a telephone call during school hours, they must ask permission from the class teacher and a school telephone will be used if deemed appropriate. Any student mobile phone seen or heard during school hours will be confiscated and placed in the front office to be collected at the end of the day. The student will be subject to the disciplinary action listed below.



- Students are also not permitted to bring or use mobile phones during school excursions, camps and extra-curricular activities. In the case of school camps involving overnight stays, the School does not allow students attending to carry mobile phones. (Staff carry mobile phones for emergency purposes.)
- Lost or misplaced mobile phones **or other forms of technology** that are found in the school should be handed in directly to the school office.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to or from school.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones.
- **Smart Watches must now be removed whilst the student is undertaking an exam. The watch can be given to the supervising staff member, and then collected when the exam is over. This is now common practice in Universities and many schools.**
- **If a student continues to use technology in contravention of school policy, then the school will consider the banning of that form of technology at school.**

The following outlines the steps that the school will take for each deliberate offense in one term:

- First Offense = Automatic Detention
- Second Offense = Automatic Afternoon Detention
- Third Offense = One Week In-School Suspension

For each offense the student's phone will be sent to the school office and the student can pick-up the phone after school. **For a smart watch offense, the student will be required to give the watch to a staff member who will place the watch in a locked drawer, or be given to the front office for security.**

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, and any other form of communication technology that is not listed in this policy. Current school policy and practice is that these types of equipment are not to be used for communication purposes whilst at school or on a school excursion, including camps.

The Headmaster is responsible for the updating of this policy document.