

# St Gabriel's NS

## Mobile Phone and hand-held electronic devices Policy

### Introductory Statement

This policy pertains to pupils, staff, parents/guardians and visitors to the school.

It is a criminal offence to use a mobile phone, hand-held electronic devices or any internet-connected devices, including smart watches, to menace, harass or offend another person.

Refer also to St Gabriel's NS policies:

- Code of Behaviour
- Anti Bullying

Throughout this policy, "phone" refers to any mobile phone, hand-held electronic devices or any internet-connected devices, including smart watches.

### Rationale

- Mobile phones and internet-connected devices can be used to conduct bullying campaigns.
- Mobile phones and internet-connected devices can provide access to cameras and the internet giving pupils opportunity to view and disseminate inappropriate images.
- Mobile phones and internet-connected devices can be intrusive and distracting in a school environment.
- Strategies must be put in place to prevent the intrusiveness of mobile phones and internet-connected devices in a school situation.
- The use of digital technologies under the guidance of their teacher can be invaluable in equipping children with the skills to navigate the online world safely and support them to become responsible digital citizens.
- Where the use of an electronic device has been specifically recommended for a student and approved by the school, this can offer valuable support for their learning.

### Relationship to School Ethos

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

### Aim

To lessen intrusions on and distractions to children's learning

## **Pupils**

Pupils are not to bring mobile phones, hand-held electronic devices or any internet-connected devices, including smart watches, to school unless a parent feels that it is absolutely necessary. A form (See Appendix 1), available from the school principal, needs to be filled in by the pupil and parent/guardian stating the reason why their child needs to bring a phone to school. The school principal grants this permission. This form needs to be filled in at the start of each school year. This permission may be withdrawn at any time, at the discretion of school management.

All such authorised phones must be switched off and remain in the child's school bag while lining up to enter the school and between 8.50 am & 2.30 pm, while the child is in school and on the school premises. This policy will also apply to school trips and during after-school activities on the school premises.

If a pupil takes a phone out of their school bag or switches on a phone while in the school building or grounds it will be confiscated and parents will be required to collect it from the principal. Permission to have it in school may be withdrawn. Likewise, unauthorized phones will be confiscated and returned only to parents /guardians.

The school accepts no responsibility for lost, stolen or damaged phones. The safety and security of phones is a matter for pupils /parents.

Repeated breaches of this policy will be dealt with under the school's Code of Behaviour policy.

## **Parents/Guardians & Visitors**

We request that parents/guardians & visitors to the school do not use their mobile phones to make or receive calls while on the school premises except in emergency situations. There are signs in the school entrance lobby and throughout the building indicating this.

## **Staff**

Staff members keep their phones on silent during school times.

There are exceptions to this:

- If a staff member is expecting an urgent call e.g., news re. a family member who is ill.
- Where shared SNAs and Special Class staff may need to be contactable during the school day
- Teachers switch on phones when out of the school on trips in the locality or further afield.

The use of mobile phones by staff for essential calls should be kept to a minimum and should be taken/ made in an open area or in an area where pupils are not present. Use of personal mobiles for school business such as use of Aladdin Connect application is permissible.

Staff members do not give out their phone number or that of any other staff member to pupils or parents/guardians.

## **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.

This Mobile Phone Policy was ratified by the Board of Management on 24/06/2025

Signed:



Rosley Gleason.

Chairperson

**Appendix 1:**

**Mobile Phone/ Personal hand-held electronic devices or any internet-connected devices, including smart watches**

**Permission Form:**

I \_\_\_\_\_ seek permission for my child \_\_\_\_\_ to have a personal Mobile Phone/ Personal hand-held electronic device/ internet-connected device, including smart watches with him/ her in school.

Please indicate in box below a valid reason for seeking such permission:

**Please note:**

If a pupil takes a phone out of their school bag or switches on a phone while in the school building or grounds it will be confiscated and parents will be required to collect it from the principal. Permission to have it in school may be withdrawn.

Likewise, unauthorized phones will be confiscated and returned only to parents /guardians.

I accept that the school accepts no responsibility for lost, stolen or damaged phones. The safety and security of phones is a matter for pupils /parents.

This permission may be withdrawn at any time, at the discretion of school management.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_