



## Mobile Phone Policy

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## A. Introductory Statement and Rationale

### Introductory Statement

This policy outlines the appropriate use of mobile phones and electronic devices in our school. The use of mobile phones is now extensive, even in the primary school sector. This Mobile Phone Policy will address all guidelines, responsibilities and sanctions associated with possession of and use of ~~the~~ mobile phones in Malahide Portmarnock Educate Together. This Policy will be revised regularly and as necessary ~~by the ISM (need to define ISM)~~, taking into account any issues raised by parties affected by the Mobile Phone Policy (including, Staff, Board of Management, Parents) and any changes in ICT circumstances.

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### Rationale

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 to school by students.

## B. Relationship to School Ethos

The provision of a safe and secure school environment, ensuring that the dignity of both children and adults is respected, and the creation of an atmosphere conducive to learning are all central to the mission of Malahide/Portmarnock ETNS. The misuse of mobile phones is not compatible with these goals or the general school ethos.

## C. Aim of the Policy

The aim of this policy is to inform all members of our school community about the appropriate use of mobile phones at our school and to outline the procedures and processes of this policy.

## D. School Procedures

1. The use of mobile phones by children who attend the school is not allowed while the children are in the care of the school staff, while at school, on trips from the school or involved in extra-curricular activities.
2. Mobile phones that are found in the school should be handed to the School Office.
3. Children who need to contact home during school hours may ~~do so through the School Secretary using the School landline-office phone~~, under the supervision of a member of staff. ~~e. If necessary, the child will be permitted to speak with the parent/guardian on the office phone. All phone contacts for parents and guardians should be kept up to date (maybe mention how this is done? I think there is a form at the start of each academic year?).~~
4. Parents are reminded that in cases of emergency, the School Office remains the first point of contact and can ensure that your child is reached quickly and a message passed onto them.
5. The school accepts no responsibility for pupils who lose or have their mobile phones stolen on the way to or from school or for replacing lost, stolen or damaged mobile phones while in the care of the school.

## E. Guidelines for Children

As a general rule, pupils should not bring mobile phones to school. Smartphones are discouraged.

We do accept that in some circumstances parents may require their child to bring a mobile phone to school. Parents must send the Principal a letter requesting that their child be permitted to bring his/her mobile phone to school each school term. The letter should be addressed to the Principal. This letter will be kept on file.

**Where a pupil brings a mobile phone to school, the phone must be:**

- Clearly labeled with the pupil's name
- Fully turned off at the school gate, before entering school grounds
- Handed to the teacher at the beginning of the day or of the activity and will be returned before the child leaves.
- Switched off until the pupil is outside the school gate after the school day

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or other devices.

## F. Guidelines for Parents

- When visiting the school, parents are asked to be mindful when taking photos or videos on their mobile phone and not to ~~Parents should not~~ share photos of other children on social media.
- Parents are obliged to ensure that the school has their correct contact details. Any updates are to be emailed to the school.

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## G. Guidelines for Staff

- 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.
- Phones will not be used in sight of children for personal reasons except in the case of emergency.
- All members of staff are discouraged ~~to use from using~~ their personal mobile phones to contact parents/guardians. If it is used, staff will block their caller ID.
- Members of staff are not to give their personal mobile phone to pupils under any circumstances. If a child urgently needs to talk to their parent, the teacher is advised to make the call and remain with the child for the duration of the call.
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## H. Sanctions

Pupils who ignore school policy and use a mobile phone on school grounds, or are seen with a mobile phone will be required to hand over the device to a member of staff, and parents will be informed. Confiscated phones must be signed for and collected by a parent/guardian at the school office.

Similarly, the use of all personal electronic devices is not permitted during the school day – this includes arrival, class time, breaks and dismissal.

If a pupil uses a mobile phone or personal device to take photographs, video footage or recording of other pupils or staff members, or shares inappropriate messages, this will be regarded as unacceptable behaviour, and disciplinary action will be taken in accordance with the School's Code of Positive Behaviour Policy and/or Anti-Bullying Policy

## I. Responsibility

It is the responsibility of all Parents/Guardians, Staff and Pupils to adhere to this policy. This policy is subject to regular review in 2020 or as the need arises.

## J. Ratification and Communication

This policy was ratified by the BOM on 16<sup>th</sup> May 2018 and will be shared with the school community via email and will be posted on the school website.