

## **Glenasmole NS Policy for Mobile Phones and Electronic Gadgets**

### **Rationale:**

This policy was devised by staff in September 2012. It updates our existing policy and sets out our current practice in this area. This policy relates to the use of mobile phones and electronic gadgets by pupils, staff and visitors in our school premises and on school trips and activities.

Related policies include our Child Protection policy, our Photography policy, our Anti-bullying policy and our ICT policy. Further information relating to the use of mobile phones and electronic gadgets may be found in these policies.

### **Aim:**

To provide clear guidelines on the use of mobile phones and electronic gadgets and the access of pupils to the school telephone. Mobile phones are defined as any device capable of making/receiving phone calls or messages, including camera phones.

Electronic gadgets are defined as any battery/mains powered device e.g. Nintendo ds, ipod, ipad, mp3 player, kindle, camera, voice recorder etc

### **Pupils**

- May carry a mobile phone to school but it must be in their school bag and turned off.
- Are not allowed to use mobile phones anywhere in the school grounds, even during break-times.
- Are not allowed to bring electronic gadgets or consoles to school or on a school tour (For exceptions, see below under educational purposes)
- May contact home in an emergency during school hours. They may do so by asking their class teacher for use of the school landline. Two children may be sent to retrieve the portable phone from the office and return to the class teacher who will make the phone call.

Mobile phones and electronic devices will be confiscated, switched off and returned only to parents at the end of a school day. Please see our Code of Behaviour and Discipline for procedures which will be employed for repeated incidents. The school holds no responsibility for phones lost or stolen on school grounds or on external school visits.

### **Staff and Visitors**

Staff have a duty of care to the pupils in the school and consequently personal use of mobile phones by staff will be confined to break times and after school, except in the case of an emergency. The use of a mobile phone for school business is always acceptable. Visitors are requested to respect the school policies in respect of Photography and Child Protection when using their mobile phones. The use of mobile phones to take photographs and the use of other electronic gadgets including cameras are covered by our Photography and ICT policies.

### **Educational Purposes**

Where appropriate, and guided by our ICT, Photography, Anti-bullying, Child Protection and Health and Safety policies, teachers may supplement the electronic equipment available at the school with their own or pupil's electronic gadgets. The purpose of such use must be clearly defined in the teacher's planning and consultation with the School Principal is recommended in such cases. Pupils must always be carefully supervised in the use of electronic gadgets for this purpose.

Children are educated in the responsible use of electronic gadgets, including games consoles and mobile phones. Our Anti-bullying focus weeks, Stay Safe programme, Webwise programme and SPHE lessons help children to understand their own role in keeping themselves safe and using equipment appropriately.

It is the responsibility of all staff, parents and pupils to implement this policy.

**Ratification and Implementation**

This policy was ratified by the Board of Management on \_\_\_\_\_

Chairperson's signature \_\_\_\_\_

The policy will be implemented immediately and will be reviewed every September as part of our School Plan review.