

**Mobile Phone & Electronic Device Policy**

This policy was drawn up in response to technological advances, which have seen a significant increase in usage of mobile/smart phone and hand held electronic devices amongst the country’s primary-school population in recent years. Our policy is aligned to the school’s Code of Behaviour and Anti-Bullying Policy, Data Protection Policy and ICT Acceptable Use Policy.

**Rationale:**

We believe that:

* Strategies need to be in place to reduce the intrusiveness and possible dangers of unauthorized technology in a school situation
* Smart/mobile phones and electronic devices may be harmful due to frequent use and can cause varying levels of distraction
* Mobile phones may be used to conduct bullying campaigns

This rational is informed by the most recent directives:

* GDPR 2018
* Circular 0038/2018
* Child Protection Procedures 2017

**Aim:**

* To ensure that our school ethos of maintaining and ensuring a safe and happy learning environment is upheld.

**MOBILE PHONES: Guidelines and Procedures for Children.**

**The following are the usage guidelines for mobile phone, iPod Touch, smartwatch and any other internet-enabled electronic device in the school;**

* Children are not allowed to use mobile phones or their own personal electronic games or devices during school hours.

* Pupils are not allowed to bring mobile phones or electronic devices into school.

* Children who need to contact home during school hours may do so through the school secretary or class teacher (using the school landline phone / principal’s personal mobile phone).

* Use of mobile phones/electronic devices are not permitted during after-school activities such as football matches, school tours, outings, carol or church services, or any activity which is connected to or attended by pupils from Caherleaheen NS etc.

* Any pupil who brings a mobile phone or electronic device to school will be required to hand it in to the Principal’s office until a Parent/Guardian collects it.

* The use of school owned electronic devices (tablets/iPads/ laptops/computers etc.) is strictly under the supervision of staff and in line with our IT and Acceptable Usage Policy.

* Additionally, the school staff, Board of Management and Parent Association will ensure regular educational talks by experts for pupils, parents and staff to endeavour to keep all our community educated on any risks associated with mobile phones, tablets or internet enabled devices – such as cyber bullying, social media security and content.

**MOBILE PHONES: Guidelines and Procedures for Teaching Staff and Assistants.**

* The organisation of school events such as sporting games, events, buses etc. should be organised on the school landline. However, calls relating to such school business may also be received and made on teachers' personal phones during the school day.

* The Principal may have her mobile phone turned on at all times, so that she is contactable by the office/staff /BoM/educational agencies/service engineers etc.

* Staff personal mobiles may also be used to contact the Principal/office in the case of an emergency in the classroom / yard / out of school activities and tours etc.

* Staff personal calls and texts are ordinarily confined to break times (but not while on yard duty).

* All staff should have their phones on silent during class time.

* It is acknowledged that teachers and assistants may need to be contactable by their family / their children’s schools / doctors etc. during the day, so phones may be left in view (while on silent or low volume) throughout the school day when necessary. Personal calls on their mobile phones may be answered in cases of such emergencies.

* All staff can use their phones to take photos of or record children engaged in educational activities. These photos are used to illustrate learning, teaching and pupils engagement with a broad range of curricular areas on our school website, caherleaheen.com and associated school Weebly links eg Caherleaheen Active Flag Weebly. Children’s names will not accompany such photographs. These photos can also be shared by the principal with the Parents Association on its Facebook page.
* Student teachers, Secondary level students,TY students must leave their phones in the office, where they can access them during break. They are not permitted to use them in the yard or class room.

**Implementation, Review and Communication.**

This policy was initially drafted and introduced in 2008. It was revised in November 2009, and again in December 2018. The Board of Management will monitor the implementation of all aspects of this policy and amend as required. The policy will be reviewed in 2020, or earlier if deemed necessary.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Vivian Nolan.

Chairperson, BoM.