



St Paul's Secondary School

Care - Inclusion - Respect

MOBILE PHONE & DIGITAL DEVICE POLICY

Ratified: 12 June 2018

To be reviewed: June 2021

St Paul' Secondary School
Greenhills, Dublin 12

Mobile Phone and Digital Device Policy

This policy aims to ensure that teaching and learning can take place without interruption and that students and staff are protected from potential harassment or bullying.

The policy extends to all students in St Paul's Secondary school, with the proviso that sixth year students are permitted to use their phones at lunchtime, *in the study centre only*, provided they comply with the policy in all other respects.

To assist the school in implementing this policy, parents/guardians are asked not to contact students by mobile phone at any time during the school day. Contact may be made through the office at 01 4505682. Students who need to contact home urgently, should request permission to use the office phone or have a phone call made on their behalf.

- Mobile phones/digital devices must be switched off and locked in the student's own locker during the school day. Students may not have their mobile phones on their person or in their school bags during the school day.
- No photographs may be taken, or recordings made while on the school premises or during school related activities. Using mobile phones/digital devices in such a way without permission is a serious infringement on the rights of others.
- Incidents where students use mobile phones/digital devices to bully others or to send offensive messages or calls will be investigated under our Anti-Bullying Policy and will also be dealt with under the Code of Behaviour. It should be noted that it is a criminal offence to use a mobile phone/digital device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardaí in such incidents.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/digital devices. The safety and security of these items is wholly a matter for students and their parents/guardians. It is strongly advised that students mark their mobile phones/digital devices with their names and use passwords to ensure that unauthorised phone calls cannot be made on their phones.
- A student who is found using a mobile phone/digital device outside of the stated times or who contravenes this policy in any way, will have her mobile phone/digital device and its SIM card confiscated for a period of time deemed appropriate by the school authorities. The phone/digital device will be returned by appointment only, to parents/guardians. Any sixth year student found to be in breach of this policy, may have the privilege of being allowed to use her mobile phone/digital device at lunchtime, withdrawn.

This policy will be monitored and reviewed as necessary.

This Policy was ratified by the Board of Management on: 20th September 2012