



St Paul's Secondary School

Care - Inclusion - Respect

MOBILE PHONE & DIGITAL DEVICE POLICY

Ratified: 7 June 2023

To be reviewed: June 2024

Student 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, bullying or infringement of privacy. It is part of the school's Code of Behaviour and is directly related to the school's Anti-Bullying Policy, the Child Safeguarding Statement, the Acceptable Use Policy and teaching and learning.

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 / on silent and in the student's own school bag during the school day. The only exception to this will be where a teacher asks students to use their phones in class as part of the lesson or where the teacher requests students to store mobile phones / digital devices in a designated area. The mobile phone / digital device will be returned at the end of the school day.
- Students may not use their mobile phone / digital device on the corridor, in the toilet area, at break or lunch times unless given specific permission by a teacher or other member of staff.
- No photographs may be taken or downloaded, or recordings made while in 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.
- No images, audio, video or comments referring to the school, or including the school crest, may be posted on their personal social media. Incidences where this arises will be dealt with under the Code of Behaviour.
- 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.
- 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

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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 their mobile phone / digital device confiscated.
- It is the responsibility of the teacher who confiscates the phone to place it in an envelope with the student's name and class group and give it to the Year Head or Front Office for safe keeping. The confiscation details will be recorded by the Year Head or Secretary and a notification will be sent to the Parent / Guardian.
- If a student refuses to hand up the phone, this will be dealt with under the School's Code of Behaviour and Learning Code.
- On the third occasion of a student using their mobile phone / digital device without permission, it must be left with the Year Head / Secretary during school hours, for one week.

This policy will be monitored and reviewed as necessary.

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

This Policy was most recently revised by the Board of Management on: 7th June 2023

Signed: _____ Date: _____
Parent / Guardian

Signed: _____ Rang: _____ Date: _____
Student

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