



## **Shellybanks ETNS Mobile Phone Policy**

Introduction:

The possession and use of mobile phones by school pupils is now extensive, even in the primary school sector. 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. Shellybanks ETNS accepts no responsibility for the loss or damage of any mobile phones which are brought to school.

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 for the safety of our pupils and to outline the procedures and processes of this policy.

The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below.

### **1. Pupils**

(a) Mobile phones must be switched off during the school day, while children are in the school building/on the school grounds. Pupils are not permitted to:

- speak on their phones
- send text messages
- take photographs or video footage
- or access the internet using their mobile phones during the school day or on the school grounds.

(b) Mobile phones should be carried in school bags **only** and should not be visible or heard at any time during the school day. This also applies to school excursions/tours/trips.

(c) Parents/Guardians are asked to communicate changes in drop-off/pick up arrangements directly by telephone message to the school office or by note to the class teacher. Mobile phones should not be used for this purpose.

Failure to comply with (a),(b) or (c) above will result in the mobile phone being switched off,confiscated,and stored in the Principal's office. Parents/Guardians will be informed of this by phone. The Mobile phone will be returned to the pupil the following day or on the day of confiscation,if requested and in agreement with the Parent/Guardian to review the school's Mobile Phone Policy with their child.

## **2. Staff**

It is school policy that all mobile phones should be switched off or in silent mode during class/pupil contact time/official working hours.

In school Management (ISM) and SNA's may need to use mobile phones in case of emergency or for making communication with parents (SNA).

In exceptional circumstances, other staff members may wish/need to use their mobile phones. It is imperative that they seek the Principal's approval before doing this.

In the care of emergency or when a parent needs to contact the school, the school mobile phone is monitored by the secretary from 8.45-12.45, during office hours. Calls received after this time will be replied to the following day.

Ratification and Communication:

This policy will be in operation in the school year 2017 and has been ratified by the Board of Management.

Date of next policy review: January 2018

Signed on Behalf of the Board of Management:

Chairperson:..... Date:.....

Principal;..... Date:.....