



Star of the Sea B.N.S. Mobile Phone Policy

Aims

- To ensure that the health and safety of all staff and children is maintained.
- To ensure that no harm can be caused by the creation (without permission, adult supervision or consent) of digital artefacts by children among themselves.
- To ensure that no posting of motion video, audio or still photographs featuring staff or pupils of Star of the Sea BNS to the internet will take place without permission from the school's management.
- To ensure that mobile phones are not used in any way that would damage the reputation of Star of the Sea B.N.S. among the local community and/or wider community.
- To ensure that the teaching/learning process is not interrupted or interfered with in any way.
- To allow for flexibility in the case of an emergency.
- To keep everybody aware and informed of the rules and procedures in this school concerning mobile phones

School Procedures

1. Pupils should not have mobile phones in school unless specifically requested in writing by a parent or guardian stating the reason it is necessary e.g. walking home from school alone. This letter should be addressed to the principal. This applies to pupils in 4th – 6th classes only.
2. Pupils are not permitted to bring mobile phones and other devices with them on school trips and tours or while engaging in any extra curricular school-related activities. Teachers will have a contact number for each pupil in the event that it is necessary to make contact with a parent/ guardian.
3. If a pupil has consent and written permission to bring a mobile phone into school the phone must not have a camera, an audio recorder, or a video recorder. The prohibited devices include smart phones, smart watches, other wearable technologies and standalone devices.



4. Mobile phones should be kept in the pupil's schoolbag and remains there for the duration of the school day. Phones may be turned on once the pupil has left the school and church grounds.
5. Please note the school will not accept responsibility for lost or stolen mobile phones.
6. If a pupil is found using a mobile phone during the school day an initial sanction of confiscation for 2 days will apply. On a second similar offence, the phone will be confiscated for a week. Parents/guardians will have to collect the phone from the school.
7. Children who may need to contact home during school hours may do so via the school secretary using the school landline phone (01 6686394)
8. Capturing video, audio or photographic digital content without permission while on the grounds or premises of Star of the Sea BNS and the grounds of St. Mary's Star of the Sea Church is in breach of the school's Code of Behaviour which will be regarded as Gross Misbehaviour and treated as such.
9. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the school in this regard is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Gardaí.
10. Teacher's mobile phones must be on silent during class time. Personal calls are confined to break times. Staff members are permitted to use their mobile phones in case of emergency. Staff members only make/accept phone calls or read/send text messages during break time or in the event of an emergency.
11. Staff members are permitted to use their phones for school-related business or educational purposes only, such as timers/stopwatch functions for P.E., music-related activities, clocks, calendars and some educational apps. Staff should not use their phones for personal reasons during teacher-pupil contact time.
12. For health and safety reasons the staff member must stand outside the door of the classroom when and if an emergency call is being answered.
13. Teachers may require having their phones on while out on school excursions, tours, swimming classes and GAA matches.
14. Staff must have their mobile phones on silent when supervising at break times.



15. If a staff member is supervising during yard duty without another adult present, the supervising teacher must bring his/her mobile phone to the yard so they can contact the school/office or each other if necessary in the case of an emergency.
16. Teachers may use their mobile phones to take photos/ pictures of class activities such as experiments, project work, green school projects, art and crafts, assembly events and special occasions. These photos will be sent immediately to the teacher's school laptop or to the principal for the school website. All pictures/ photos must then be deleted from the teacher's mobile phone.

Related Policies

- Code of Behaviour Policy
- Health & Safety Policy
- Child Protection Policy
- SPHE Policy
- Acceptable Use Policy

This Policy will be reviewed annually or at other times if deemed necessary.

Revised September 2020