

**DROM NATIONAL SCHOOL
SCHOOL POLICY PLANNING**

**MOBILE PHONE
POLICY**

MOBILE PHONE POLICY

INTRODUCTION

This policy is the result of whole staff collaboration together with the Board of Management as a result of concerns about mobile phone usage by pupils and staff in our school.

RATIONALE

We accept that mobile phones can be intrusive and distracting in a class and school situation. In addition, they are a potential and real source of bullying and abuse through texting and the dissemination of unacceptable and inappropriate images. Accordingly the following procedures have been put in place to ensure minimal and safe usage of mobile phones in our school.

MOBILE PHONE USE BY CHILDREN

- The school secretary and class teachers may use the school phone to contact parents / guardians where necessary and consequently children are not permitted to bring mobile phones to school other than in exceptional circumstances.
- Where it is deemed necessary for a mobile phone to be brought to school by a child, written permission from a parent or guardian is required outlining clearly the circumstances involved. The child must bring the phone to the Principal where it will be locked securely in the school safe. If the Principal is not available the Class Teacher will lock the phone into his / her filing cabinet and return it to the child when leaving the school.
- The Board of Management of Drom National School accepts no liability for any damage, loss or theft of mobile phones on school property or while engaging in any school related activities.
- If a mobile phone is found in the possession of a student while in school or during school related activities, the phone will be confiscated and returned to their parents / guardians.

MOBILE PHONE USE BY TEACHERS

- Teachers are not permitted to make or receive calls or conduct any personal business on their mobile phones during teaching hours.
- All school business should be carried out using the school phone or using school electronic devices e.g. camera, video recorder etc.
- It is accepted that teachers need to be contactable by family at all times, in case of emergencies and consequently phones may be put on silent during class times. In the case of an emergency a teacher may make a call on his / her personal phone.
- During break times, teachers are permitted to text, call and receive calls on their mobile phones.

- In exceptional or emergency circumstances where a staff member cannot contact personnel on the school phone while on a school outing, contact can be made with personnel on their personal mobile phone during teaching hours.

SCHOOL TRIPS AND OUTINGS

- Children are permitted to bring mobile phones with them on the annual school tours in order to contact their parents / guardians upon their return. Students will be required to label their phone with their name and hand it to the accompanying teachers who will store them securely until they are required. Subsequently, they will be returned to the students in question.
- Children are not permitted to bring any other electronic or communication device on school trips or outings.

RATIFICATION:

This policy was ratified by the Board of Management on 6th December 2017.

The policy will be available on the school website and through the office.

It will be reviewed every 3 years and amended if necessary.

IMPLEMENTATION

This policy will be implemented following ratification by the Board of Management.

Date of next review: September 2020