



Mary Immaculate Secondary School

Acceptable Use Policy (AUP) & Phone Locker Fix Mobile Device Policy 2026

Combined Policy –

Part 1 — Acceptable Use Policy

Part 2 — Phone Locker Fix Mobile Device Policy

Mary Immaculate Secondary School, Lisdoonvarna

Acceptable Use Policy (AUP) & Phone Locker Fix Mobile Device Policy

(Combined Policy – 2026)

School Mission Statement

Mary Immaculate Secondary School is a Catholic school whose Christian ethos permeates all disciplines and extracurricular activities. We strive to support each student in developing spiritually, educationally, intellectually, emotionally, socially, culturally, morally and physically. We aim to form a community based on Christian values that recognises the dignity of every individual.

Structure of the Combined Policy

1. **Part 1: Acceptable Use Policy (AUP)** – digital technologies, devices, network, internet, email, digital platforms
2. **Part 2: Phone Locker Fix Mobile Device Policy** – expectations for mobile phone use and pouch system

3. **Shared Roles & Responsibilities**
 4. **Monitoring, Review & Ratification**
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PART 1 — ACCEPTABLE USE POLICY (AUP)

(Based on uploaded school AUP + Webwise 2026 template updates + DoE guidance)

1. Purpose of the AUP

The Acceptable Use Policy ensures that students benefit from digital technologies in a **safe, respectful and effective learning environment**, consistent with school ethos and national guidance. Internet access is a *school resource and privilege* and requires responsible behaviour.

2. Scope

This policy applies to **all users** of school digital technologies, including:

- Students
- Teachers
- SNAs and administrative staff
- Visitors using school equipment
- Anyone accessing the school network, devices or digital platforms (e.g. Microsoft 365, VSWare).
- **3. School Digital Strategy & Safety Measures**

The school employs multiple strategies to reduce risk and ensure safe learning:

- Internet access only with teacher permission
- Filtering and monitoring software in place
- Virus protection updated regularly
- Uploading/downloading of unauthorised software prohibited
- Use of digital storage media requires staff approval
- Ongoing student and parent education on internet safety, supported by Webwise resources.

- **4. World Wide Web Use**

Students must:

- Use the internet for educational purposes only during class
- Avoid intentional access to harmful, illegal or inappropriate material
- Report accidental exposure to inappropriate content
- Acknowledge all sources to avoid plagiarism
- Never disclose personal information or passwords
- Understand that usage may be monitored for safety and network management.

5. Email Use

- Students use school-assigned email accounts only under teacher supervision
- Personal email access in school is not allowed
- Messages must be polite, respectful and appropriate
- No sharing of personal details (addresses, photos, phone numbers)
- Attachments may be opened only with teacher permission
- The school may temporarily block access to accounts during investigations.

6. School Website / Online Publishing

- Student work may be published online with parental permission
- No identifying information (address, contact details) will appear
- Photos/videos focus on groups; individual images require permission
- Copyright remains with the student

7. Cyberbullying

Cyberbullying includes any online behaviour that demeans, harasses or harms another person.

The school distinguishes between incidents arising **inside** and **outside** school but may intervene when school relationships are affected.

Relevant legislation includes Coco's Law (2020).

8. Digital Learning Platforms

The school's digital platforms (e.g. Microsoft 365, learning management systems) are:

- Owned and managed by the school
 - Used only with parental consent
 - Used in accordance with GDPR and school Data Protection
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PART 2 — MOBILE DEVICE POLICY (PHONE LOCKER FIX)

(Based on uploaded Phone Locker Fix Policy 2026 and DoE smartphone-free guidance)

1. Purpose

The Phone Locker Fix System supports a **phone-free learning environment** to improve focus, wellbeing, behaviour, and communication.

2. How the System Works

- Each student receives a Phone Locker Fix pouch, intended to last throughout their enrolment.
- On arrival: phones must be switched off, placed in the pouch, and locked at a base station.
- On departure: students unlock their pouch and store it in their school bag.
- Students arriving late/ leaving early must pouch/unpouch on entry/exit.
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3. Student Responsibilities

Students must:

- Bring their pouch daily
- Keep it in good condition
- Ensure phones remain in the pouch at all times on school grounds
- Present pouches when requested by staff
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4. Parents'/Guardians' Responsibilities

Parents/guardians are expected to:

- Support the phone-free environment
- Ensure students bring their pouch daily

- Contact the school through official channels (school app, email, office) for emergencies

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- **5. Staff Responsibilities**

Teachers & Tutors

- Model phone-free behaviour
- Plan lessons that do not rely on student phones
- Apply sanctions consistently
- Check pouches during Tutor Time

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- **Non-Teaching Staff**

- Model appropriate phone-free behaviour unless needed for work

School Leadership

- Promote and oversee implementation
- Communicate with parents where breaches occur

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- **6. Breaches & Sanctions**

If a phone is seen outside the pouch:

First Offence

- Phone confiscated for **3 days**; early collection allowed only by parent at end of school day
- Recorded on VShare
- If collected early, phone must remain in office for remainder of sanction

Repeat Offence

- Minimum confiscation of **3 days** again, potentially longer depending on behaviour

Failure to Comply

Refusal to hand over a phone is treated as a **Code of Behaviour breach**.

Damage/Tampering

Students are responsible for any damage or tampering with a pouch.

7. Exemptions

School Trips

Phone access may be granted for:

- Educational purposes
 - Health & safety
 - Emergencies
- Decisions made on a trip-by-trip basis.

Medical Needs

Students requiring phone access for a medical condition (e.g., app-based monitoring) must have prior approval from the Principal.

Shared Contact Structures

School office (for emergencies): **065-7074266**

General enquiries: **info@maryimmaculate.ie**

Additional contact: **sally.mcnamara@maryimmaculate.ie**

Monitoring, Review & Ratification

- The policy will be reviewed yearly or as required by updates to national guidance.
- It will be ratified by the Board of Management and shared with all stakeholders.
- A summary will be included in the student journal.