



Scoil Mhichíl Naofa

Mobile Phone & Electronic Devices Policy

This policy outlines the appropriate use of mobile phones, and other electronic smart devices in our school.

Rationale

The possession and use of mobile phones and smart devices, e.g. wearables and smartwatches by school pupils is now extensive, even in the primary school sector. Mobile phones, smartwatches and personal devices can in some instances cause a negative effect on teaching and learning in our school. The capacity of many devices to take photographs, make video or sound recordings could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images. In order to manage the issue of mobile phones, and other personal devices, this policy has been developed.

Relationship to Our School Ethos

The use of personal mobile/smart phones and other electronic devices contravenes the provision of a safe and secure school environment, a provision that is central to the mission statement and ethos of Scoil Mhichil Naofa.

Aims

- To inform all members of our school community about the appropriate use of mobile phones and electronic devices at our school.
- To outline the procedures and processes of this policy.

The school's Board of Management accepts that it is not realistic to have a policy, which prohibits pupils from taking phones to school. We are aware that parents may choose for their child to have a mobile phone traveling to and from school for health and safety reasons.

However, it is the Board of Management's policy to prohibit the use by pupils of mobile phones, smartwatches and electronic devices while on the school premises/grounds or off site activities e.g. school swimming, school trips, matches, etc. For this reason, the school strongly discourages the bringing of these devices to school by pupils unless deemed absolutely necessary by parents/guardians for safety travelling to and from school.

It should be noted that it is a criminal offence to use a mobile phone/personal device to menace, harass or offend another person. As such, in these instances, Scoil Mhichil Naofa's school management may consider it appropriate to involve the Gardaí.

School Procedures

- Pupils are strongly discouraged from bringing personal mobile/smart phones and other personal devices to school.

If parents permit a pupil to bring personal mobile/smart phones and/ or other personal devices the following procedures will ensue;

- Personal mobile/smart phones and/ or other personal devices must be powered fully off and left in the pupil's school bag before entering the school grounds;
- The use of personal mobile/smart phones and other personal devices by pupils is not permitted while the pupils are:
 - at school;
 - in the school yard;
 - on school trips;
 - at a school related activity;
 - on school buses;
 - involved in school extra-curricular activities;
 - at a school sports activity.
- Mobile phones which are found in the school and whose owner cannot be located should be given to a teacher / school office;
- Use of these devices for the recording of pupils or staff members will be deemed a serious or gross misbehavior (as per our Code of Behaviour) and will receive the warranted sanction as a result;
- Pupils who need to contact home during school hours may do so only through the School Office with the permission of their class teacher;
- Parents are reminded that in cases of emergency, the School Office remains the first point of contact and can ensure that your child is reached quickly and a message passed onto them. You can contact the school via telephone on 059-86 31794 or email: officesmnathy@gmail.com Please do not contact your child directly while they are in school on a mobile device;
- Pupils using mobile phones to bully or harass other pupils will be dealt with in line with the Bí Cineálta and the school's Code of Behaviour;
- Pupils with mobile phones may not engage in personal attacks on other pupils, harass other pupils or post private information about other pupils using phone calls, SMS, Whatsapp, Snapchat, images, videos or social media posts. e.g. Youtube, Facebook, Instagram or any other form of social media;
- Any pupil who feels threatened or disturbed by any message or phone call they receive should report this immediately to a teacher (if it happens at school or on school-related activities) or to a parent /guardian (if it happens outside of school);

- Staff are permitted to use their phones for school-related business only or for emergencies. Staff should not use their phones for personal reasons during teacher-pupil contact time. All staff contact with parents will be through Aladdin, the homework journal or through the school office. Should a teacher need to call a parent, they are requested to use the school line. Should a teacher require to make contact with a parent on their own device, teachers are requested to block their mobile number prior to calling.

In the event that a parent deems it necessary for their child have a phone travelling to and from school and has given written permission via Aladdin the following will apply:

- Parents must indicate via Aladdin that their child is permitted to bring their mobile phone/device to school. This is an annual process of permission;
- If a parent has given permission for their child to have a mobile phone powered off and in their schoolbag during school hours, pupils and their parents / guardians must first read and understand the Acceptable Use Policy;
- It is strongly advised by the school that pupils use strong passwords or pin numbers on their personal device. Pupils should keep their passwords / pin numbers confidential;
- The phone/device must be turned off at all times throughout the school day and stored in the pupil's bag. Scoil Mhichil Naofa accepts no liability for phones lost/stolen/damaged;
- The School will not be liable for replacing mobile phones or other devices that are lost, stolen or damaged. All devices are brought to school at the owner's risk. i.e. the parent of the child.

Sanctions

- Any pupil who has a phone /personal device on their person in school, the phone / personal device will be confiscated immediately. A parent / guardian will be required to call in person in to the office to collect the item;
- Where a pupil uses a mobile phone or other personal device for any purpose, it will be confiscated from the pupil and returned only to their parent/guardian;
- Where a pupil repeatedly breaches the Mobile Phone Policy permission to have phone in school will be removed;
- If a pupil uses a mobile phone or personal device to take photographs, video footage, recording of other pupils or staff members, or shares inappropriate messages action will be taken in accordance with the school's Code of Behaviour and Bí Cineálta Policies;
- If a member of staff has any suspicion that a mobile phone has unsuitable material stored on it, parents / guardians will be notified and the matter investigated;
- Where there is a suspicion that the material on the mobile may relate to a criminal offence the relevant agencies will be notified and the phone may be requested by the Gardaí. Parents / guardians will be informed in such circumstances.

School Trips and Activities

Pupils are not permitted to bring mobile phones and other personal devices with them on school trips and tours. Teachers will contact parents via Aladdin App or Phone if it is necessary to make contact with a parent /guardian. For pupils whose parents deem it necessary and have given permission for the pupil to have the phone for travelling to and from school, the device must be powered off, given to school staff and will be left in the school. No liability will be taken by the school for lost/ damaged phones at school activities/ off site trips.

A copy of the Mobile Phone and Electronic Devices Policy is made available to school personnel and from the school office.. The policy is readily accessible to parents on request.

A copy of this Policy is also published on the school website.

Signed: *Mary H. Lyons* Date: 29.4.2026

(Chairperson of Board of Management)

Signed: *Pauline O'Shea Doogue* Date: 29.04.2026

(Principal)

Policy Ratified	29.04.26