

Mobile Phone Policy November 2025

Mobile Phone Policy Draft November 2025

Please note that this policy supersedes all previous versions of mobile phone policies.

Rationale

This policy supports student wellbeing, learning, and safeguarding by minimising distractions and promoting positive social interaction during the school day. It aligns with Department of Education guidance and current best practice in Irish schools, while supporting compliance with child protection requirements.

Policy Overview

All students are required to secure their mobile phones in a designated locking pouch upon arrival at school each morning. Phones must be locked in pouches by **8.50am (or upon entering the school grounds after this time)** and will remain locked until **4.00 pm** (or the end of the school day if earlier or when leaving school earlier). Students will store their locked pouches in their school bags or lockers throughout the school day. Students are not obliged to bring a mobile phone to school. This policy is informed by **Department of Education Circular 045/2025**, which provides guidance on mobile phone use in schools to support student wellbeing, learning, and social development.

Procedures

Morning Routine Students must place their mobile phone in the locking pouch immediately upon arrival and ensure it is locked by 8.50am (or upon entering the school grounds after this time). The pouch must then be stored securely in the student's school bag or locker for the duration of the school day.

End of Day Pouches will be unlocked at 4.00 pm (or the end of the school day if earlier or when leaving school earlier) using the designated unlocking device. Students may then remove their phones.

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Mr Damien Cloney, Principal
Ms Gwen Campbell, Deputy Principal
Mr Joe Rolston, Deputy Principal

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No Phone Option Students who choose not to bring a mobile phone to school will not be disadvantaged in any way. Alternative communication arrangements can be made through the school office if necessary.

Consequences for Non-Compliance

First Breach If a student is found using a second phone, has removed their phone from the pouch without authorisation, or has otherwise breached this policy, the following actions will be taken:

- The phone will be confiscated immediately and returned at the end of the next school day (this will extend over weekends if confiscated on Fridays)
- Parents/guardians will be contacted via text message
- The phone will be returned to a parent/guardian only
- A formal warning will be recorded
- Failure to hand up a phone not in a pouch will be subject to sanction in line with the Code of Behaviour – failing to follow the instructions of a teacher.

Subsequent Breaches Repeated violations will result in escalating consequences, including:

- The phone will be confiscated immediately and returned after one week.
- Meeting with parents/guardians and school leadership
- Removal of the privilege to bring a phone to school for a specified period
- Further disciplinary measures in line with the school's Code of Behaviour

Contact arrangements for parents to the school.

The main office will continue to handle incoming calls and visitors as usual between 9am and 4pm. Parents/guardians are encouraged to use the VShare app when scheduling collection for appointments etc or the late arrival of a student due to appointments etc. Students will be able to access their devices at the end of the school day to receive messages.

Emergency Contact

If parents/guardians need to contact their child during the school day, they should telephone the school office 0402 32149. Similarly, students requiring emergency contact with parents/guardians should report to their year head or school office, where supervised contact will be facilitated.

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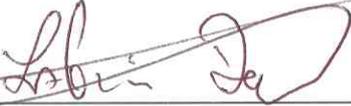
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Exceptions

In exceptional circumstances (such as specific medical or care needs, refer to circular 045/2025), exemptions may be granted following consultation with school leadership and appropriate documentation. Any such arrangements will be reviewed regularly.

This policy was ratified by the Board of Management on 27th November 2025

Signed: 
Chairperson

Date: 27th November 2025

Signed: 
Secretary to BOM

Date: 27/Nov/25