



Mobile Phone Policy 2026-2027

Years – 2nd, 3rd, TY, 5th & 6th:

Basic Principles

This policy is a college-wide policy, for implementation by all staff, students, parents and Board of Management. It has been developed in consultation with the Board of Management, parents, staff and students.

Rationale

This policy was devised to respond to updated technology regarding mobile phones and personal devices. Mobile phones have become an important and invaluable part of our modern lifestyle. The college understands that there are times when the possession of a mobile phone can provide a sense of safety and security while travelling to and from college. The following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the college community are preserved.

Objectives

The college aims to provide a happy, safe and stimulating learning environment for all students.

The purpose of this policy is to:

- Ensure that mobile phone usage does not disrupt this learning environment
- Ensure that courtesy, respect and consideration to others are paramount at all times
- Clarify the responsibilities of students, parents/guardians and staff with regard to mobile phones

Students may take mobile phones to college provided they observe the following conditions:

- a) The college can accept no responsibility for mobile phones. Mobile phones are brought to college entirely at the owner's risk. The college accepts no responsibility for lost, stolen or damaged mobile phones.
- b) In order for students to be fully focussed on their school work their phone must be switched off and kept in their possession during the college day. Mobile phone use is not permitted during or between classes. **All contact between home and school (during the school day) must go through the main school office.**
- c) **A student, who wishes to go home for any reason during the school day, must arrange to do so through their Tutor/Year Head/Deputy Principal.** This ensures that correct procedures for leaving college before the ending of classes for that day are observed. Responsibility cannot be taken by the college authorities for students who arrange independently to go home without following proper procedure. **Any such arrangement is a breach of the Code of Positive Behaviour.** Parents/Guardians may arrange to contact students through the office (053) 9484035. Parents/Guardians are required to co-operate and support this policy by not contacting students by mobile phone or other means during the college day.
- d) No photographs or recording either video or audio can be made on the mobile phone while on the college premises without the college's permission. Using a mobile phone in such a way can seriously infringe on people's privacy and rights.
- e) The college reserves the right to view the contents of the phone, in the presence of the student, to ensure it contains no images or information which could compromise a member of the college community. Any such information or images will be deleted if requested to do so.

Sanctions

If a student is found to be using a mobile phone on the school premises then;

First Offence:

The phone and sim card may be confiscated. The student may collect the phone from the main office at the end of the school day. An automatic lunchtime detention will be issued by the teacher who confiscated the phone.

Second Offence:

The phone and sim card may be confiscated. It can be collected from the main office (by a parent/guardian only), at the end of the school day. An automatic after-school detention will be issued by the Year Head/Deputy Principal.

Third and Subsequent Offences:

The phone and sim card may be confiscated. It can be collected from the main office (by a parent/guardian only), at the end of the school day. An automatic external suspension will be issued by the principal.

Failure to immediately hand up the phone and/or sim card to the subject teacher will result in a more severe sanction and will be dealt with under our Code of Positive Behaviour.

Using a mobile phone or personal device (on the Creagh College campus) for the unauthorised recording of images or sounds is in direct breach of Creagh College's Acceptable Usage Policy and /or Anti-Bullying Policy. Using phones in such a way can seriously infringe on people's rights and appropriate sanctions will be imposed (Following an investigation students may be externally suspended or expelled).

Incidents where students use a mobile phone to bully others by sending offensive messages or calls will be investigated under Creagh College's Anti-Bullying policy. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, any party involved may consider it appropriate to involve the Gardai in such incidents.

School tours:

This policy applies on all official school trips however the tour organiser may make exceptions if necessary.

First-Year Students (2026–2027) – Phone Away Box Initiative:

To support student learning, attendance, digital wellbeing and overall school experience, all First-Year students in the 2026–2027 school year will participate in the Phone Away Box programme.

Students must open the Phone Away App when they arrive at school each morning and complete the digital check-in process.

Students must immediately place their mobile phone in their designated Phone Away Box. The Phone Away Box is located on the inside of each student's locker door. The phone must be in 'silent' mode.

Digital check-ins will be used to support attendance monitoring and compliance with the policy.

During the school day, students may only access their phone with the permission of a teacher or staff member.

Digital compliance checks may be conducted by tutors, subject teachers, Year Heads or members of Senior Management (to ensure compliance with the policy).

If a student has not placed their phone in the Phone Away Box, or is otherwise in breach of the policy, they will be instructed to hand up their phone immediately.

All students and parents/guardians are required to read and agree to comply with the 'Phone Away Box Policy'.

Parents/guardians of all incoming First-Year students will be asked to complete the Phone Away Box Agreement via a Microsoft Form in advance of the First-Year Induction Day.

The Microsoft Form will gather:

- Parent/guardian acknowledgement of the Mobile Phone Policy;
- Student agreement to comply with the Phone Away Box procedures;
- Mobile phone registration details, including the device make, model and IMEI number;
- Any requests for exemptions or exceptional circumstances requiring consideration by the school.

Completion of the Microsoft Form is required before a student participates in the Phone Away Box Programme. Responses will be stored securely in accordance with the school's data protection procedures.

Parents/guardians are responsible for notifying the school if their child's registered mobile device changes during the school year, so that IMEI records can be updated accordingly. Updated IMEI details should be submitted to the school office (creaghcollege@wwetb.ie).

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Third and Subsequent Offences:

The phone and sim card may be confiscated. It can be collected from the main office (by a parent/guardian only), at the end of the school day. An automatic external suspension will be issued by the principal.

Note:

Failure to immediately hand up the phone and/or sim card to the subject teacher will result in a more severe sanction and will be dealt with under our Code of Positive Behaviour.

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Ratification

This code was ratified by the Board of Management on June 11th, 2026. This code will be reviewed and revised in the light of changing circumstances, if such changes occur. Otherwise, it will be reviewed in June 2027.