

Naíscoil agus Bunscoil Bheanna Boirche

Mobile Phone Policy

Introduction

In Naíscoil and Bunscoil Bheanna Boirche the welfare and well being of our pupils is paramount. This policy on the use of mobile phones in school has been drawn up in the best interests of pupil safety and staff professionalism.

Related Policies:

Child Protection

Pastoral Care

Code of Conduct

eSafety Policy

Social Media Policy

Use of Mobile Phones

Pupils

- Pupils are not permitted to have mobile phones at school or on school trips
- *Parents and carers need to be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.*
- *We would also like to alert parents and carers to the risks that using a mobile phone has while walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings.*
- If in the very rare event of parents wishing for their child to bring a mobile phone to school to contact a parent after school:
 - the parent must put their request in writing to the class teacher.
 - the phone must be handed in, switched off, to the class teacher first thing in the morning and collected from the teacher at home time. *(The phone is left at the owner's own risk.)*

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Mobile phones brought into school without permission will be confiscated and must be collected by the parent.

Staff

- Staff must have their mobile phones on silent or switched off during class time or in the school playground when on duty.
- Staff must not use the **school phone** to take or make calls during class time or in the school playground when on duty. In an emergency, staff needing to make a personal call during a lesson or whilst on duty should first obtain agreement from the principal and ensure that adequate cover has been put in place and make the call in an area not used by children.
- Staff may not make or receive calls or texts on their mobile during teaching time. If there are extreme circumstances the member of staff will have made the principal aware of this and can have their phones on in case of having to receive an emergency call.
- Use of phones must be limited to the use of educational apps only i.e. uploading and correcting work on Google Classroom/ SeeSaw and awarding points/ sending messages on Class Dojo. When possible teachers should use these apps on their class computers/ I pads or during non-contact time i.e. before or after school hours.
- Phones should be kept out of sight when staff are with children.
- Phones will never be used to take photographs of children or to store their personal data.
- Staff should never allow students to have access to their personal mobile phone number. If contact should be necessary e.g. on a school trip, this will be made via the school office or by the member of staff with the school mobile phone. In an emergency a teacher may use his/her mobile phone to make direct contact.
- Staff are not required to make work calls on their own phones, either mobile or landline, however, in exceptional circumstances (working from home), if this should be necessary then they are advised to use the prefix 141 before dialling the recipient's number to ensure their own number is protected.
- Staff should never store parents', carers' or children's telephone numbers on their mobile phones and staff must never give their private mobile number to parents, carers or children

This policy will be reviewed annually and placed on the school website.