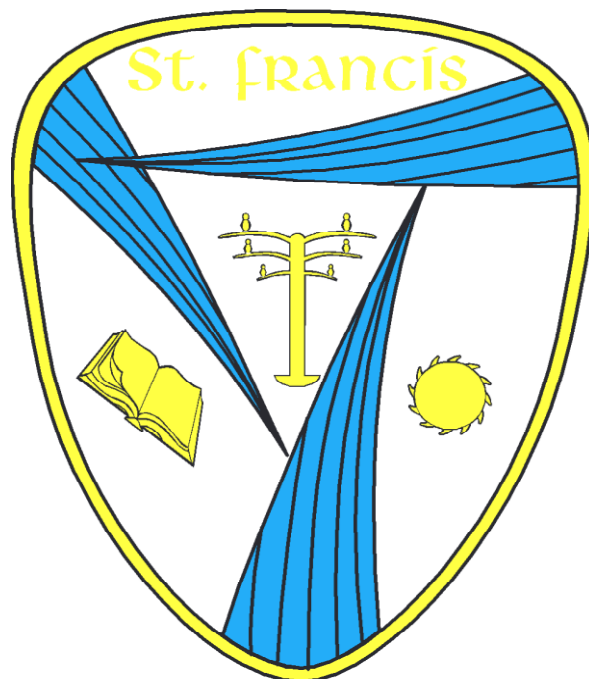


# St Francis' P.S. / Bunscoil Naomh Proinsias

## Electronic devices Policy (inc. mobile phones)



## St. Francis P.S. Mobile Phone Policy

### Introduction

In St. Francis' P.S. and Bunscoil Naomh Proinsias 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  
Staff Code of practice

### Use of Mobile Phones

#### Pupils

- Pupils are not permitted to have mobile phones at school or on school trips
- If in the very rare event of parents wishing for his or her 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. This will only be granted as a request if there is an absolute necessity for the child to have their phone.
  - 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.*)

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

#### Staff

- staff must have their phones on silent or switched off during class time.
- staff may not make or receive calls or texts 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 non-contact time when no children are present.
- 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. In an emergency a teacher may use his/her mobile phone to make direct contact.

### **Electronic devices and Child Protection**

The school Internet access is filtered through the C2K managed service using a Websense filtering solution.

This policy will be reviewed annually and placed on the school website [www.stfrancisps.com](http://www.stfrancisps.com)

*Reviewed by K.De Brún, September 2018*