



## Mobile Phone Policy for Staff and Pupils

### Introductory Statement

This policy was drawn up in response to an expressed unease among staff re appropriate use of mobile phones on school grounds and as a directive by the school Board of Management in response to the increased technological advances which have seen a significant increase in the use of hand held equipment.

### Rationale

Mobile phones etc are intrusive and distracting in a school environment. They can also be used as means to engage in bullying behaviour. The use of mobile phones is not conducive to learning which is central to the mission statement and ethos of our school.

### Aims

We aim to give clear guidance to staff and pupils on the use of mobile phones during school hours.

We aim to lead by example and to act in a professional manner.

We aim to avoid potential distractions to teaching and learning.

We aim to provide a safe place of work and learning for staff and pupils.

### Internal School Procedures:

#### *For Staff*

Applies to: Teachers, SNAs, trainee teachers, students on work experience, visiting teachers, sports coaches, personnel from outside agencies and parents.

Mindful of the duties and responsibilities assigned to staff in working with children, it is vital that staff be engaged with children at all times. The following also applies to staff while attending staff meetings or in-service training within or outside the school.

#### *Personal Calls*

- Mobile phones should be powered off/on silent, during **all pupil contact time** inclusive of yard supervision times and during all staff meetings.
- Personal calls should be carried out during **break times only**.
- Personal messages should be made or responded to at **break times only**
- Employees using mobile phones during their breaks should be respectful of their colleagues and mobile phones should not be used in front of pupils.
- Employees should not take or transmit images or recordings of pupils or any member of staff on their personal mobile phone.
- **In cases of emergency**, the office phone is available at all times to receive emergency calls. Staff will be notified immediately and cover provided so as to allow the staff member take the call.

### ***Work Related Calls***

- Every member of staff has access to the school landline for all work-related matters.
- Staff should not provide parents or pupils with their personal mobile phone number.
- In consultation with the Principal, classroom supervision will be arranged if a member of staff has to contact parents, other professionals or outside agencies in relation to a particular child.
- On any tours/ field trips teachers may use their own mobile phone as a point of contact with the school.

### ***Pupils***

- Pupils are not allowed to have mobile phones on school grounds.
- Children who need to contact their parents during the school day may use the school landline.
- Pupils using mobile phones outside of school time to bully or send offensive messages/ calls will face disciplinary actions in line with the school's Code of Behaviour and Anti Bullying Policy.

### ***Adults and children***

- It should be noted that it is a criminal offence to use a mobile phone to menace, harass, or offend another person. If action sanctioned by the school is deemed to be ineffective, the school may consider it appropriate to involve the Gardaí.

### **Roles and Responsibilities**

All staff will share in the co-ordination and implementation of the policy.

### **Evaluation:**

This policy will be monitored on an ongoing basis by the Principal and will be reviewed on a regular basis, usually every two years.

### **Implementation and Ratification**

This policy will be implemented from June 2017 following ratification by the Board of Management Meeting and it will be reviewed again in 2019 or before if necessary.

**Signed:** Gerry Lynch

*Chairperson of Board of Management*