

*Letterfrack NS*  
**Mobile Phone & Electronic Device Policy**

### **Introduction**

This policy was drawn up in response to technological advances, which have seen a significant increase in mobile phone and hand held electronic devices amongst the school population over recent years.

### **Rationale**

The Board of Management of Letterfrack NS aim to provide a safe and secure learning environment for the pupils and teachers. The following procedures have been put in place to ensure the safe usage of mobile phones and electronic devices in our school in line with circular 38/2018.

### **Aims:**

It is our aim to:

- To provide for the safety of the pupils attending Letterfrack NS and the staff working at the school.
- To ensure children have maximum opportunities to socialise positively during break times.
- To ensure that electronic devices in and owned by the school (iPads, computers etc.) are used under the instruction and supervision of staff only, and are used for educational and learning purposes.

### **Relationship to School Ethos**

The use of personal mobile phones and other electronic devices contravenes the provision of a safe and secure school environment and is not conducive to learning, a provision which is central to the mission statement and ethos of Letterfrack NS.

### **Guidelines and Procedures for Children and Parents**

The following are the guidelines for mobile phone/electronic device usage in the school and at home;

- Children are not allowed to use mobile phones or their own personal electronic games or devices during school hours.
- Pupils are not allowed to bring mobile phones or electronic devices into school.
- In exceptional circumstances following a written request from a parent/guardian that a mobile phone or other device is required after school, pupils should hand their mobile and/or device to the class teacher/ Principal for safe keeping. It will be kept in a locked drawer/ filing cabinet throughout the school day. The device should be powered off and may be collected at the end of the school day.

- Liability for any loss, damage or theft of any device is NOT under any circumstance the responsibility of the staff or Board of Management.
- Children who need to contact home during school hours may do so through the school secretary or class teacher (using the school landline phone / school mobile phone).
- Use of mobile phones/electronic devices is not permitted on school tours/trips or during after school activities.
- Any pupil who brings a mobile phone or electronic device to school without permission, and does not hand it to the teacher / school principal risks having it confiscated and not returned until a Parent/Guardian collects it.
- The use of School owned electronic devices (iPads/ laptops etc.) is strictly under the supervision of staff and in line with our Acceptable Usage Policy.
- Parents are advised not to buy smart phones for their children while in primary school.
- Parents should supervise their children's activities online and teach their children how to interact respectfully with all persons online while not giving away any personal information.
- Parents should ensure that their children do not spend an excessive amount of time gaming and that all games played by their child/children are age appropriate.
- Additionally, the school staff, PA and Board of Management will ensure regular educational talks by experts for pupils, parents and staff to endeavour to keep pupils and parents educated on any risks associated with mobile phones, tablets or internet enabled devices – such as cyber bullying, social media security and content.

### **Guidelines and procedures for Staff**

- The organisation of school business or events such as sporting games, events etc. should be organised on the school landline or school mobile, but calls relating to such school business may also be received and made on teacher's personal phones during break times in the staffroom/office/ empty classroom. Staff will show good example to pupils at all times in their use of electronic devices.
- The Principal may have his/her mobile phone turned on at all times when in classrooms, so that they are contactable by the office / staff (in case of emergency) at all times.
- Staff personal mobiles may also be used to contact the Principal / office in the case of an emergency in the classroom / yard / school trip etc.
- Staff personal calls and texts will be confined to break times and shall only be made in the staffroom, school office or empty classroom. Staff will not use their mobile phones while on yard duty.
- All staff should have their phones on silent during class time.

### **Implementation, Review and Communication**

This policy was drafted and introduced in June 2019. The Board of Management will monitor the implementation of all aspects of this policy and amend as required.

The policy will be reviewed, as necessary, in the light of experience.

Signed : Padraic Lyden Chairperson BOM  
14/06/19.