

Below is the current text of this policy. Please note, however, that it is due for review during the 2019/20 school year.



## **Mobile Phone Policy**

# Introductory Statement

This policy pertains to pupils, staff, parents/guardians and visitors to the school.

It is a criminal offence to use a mobile phone to menace, harass or offend another person.

Refer also to D7ET's policies:

- Code of Behaviour
- Anti Bullying

## Pupils

Pupils are not to bring mobile phones to school unless a parent feels that it is absolutely necessary. A form, available from the school principal, needs to be filled in by the pupil and parent/guardian stating the reason why their child needs to bring a phone to school. The school principal grants this permission. This form needs to be filled in at the start of each school year. All such authorised phones must be switched off and remain in the child's school bag between 8.30 am & 2.10 pm while the child is in school and on the school premises. This policy also applies to children participating in after school classes and activities.

If a pupil takes a phone out of their school bag or switches on a phone while in the school building or grounds it will be confiscated and parents will be required to collect it from the principal. Permission to have it in school may be withdrawn. Likewise unauthorized phones will be confiscated and returned only to parents /guardians.

The school accepts no responsibility for lost, stolen or damaged phones. The safety and security of phones is a matter for pupils /parents.

## Parents/Guardians & Visitors

We request that parents/guardians & visitors to the school do not use their mobile phones to make or receive calls while on the school premises. There are signs in the school entrance lobby and throughout the building indicating this.

## Staff

Staff members keep their phones on silent during school times. There are exceptions to this:

- If a staff member is expecting an urgent call e.g., news re. a family member who is ill.
- Shared SNAs may need to be contactable during the school day
- Teachers switch on phones when out of the school on trips in the locality or further afield.

The use of mobile phones by staff for essential calls should be kept to a minimum and should be taken / made in an open area or in an area where pupils are not present.

Staff members do not give out their phone number or that of any other staff member to pupils or parents/guardians.