



# Presentation Senior School

*"A community of learners inspired by the vision and values of Nano Nagle"*

## Mobile Devices Policy

### Introduction

This policy document was written by the principal and staff of Presentation Senior School in February 2015. Students, staff, parents/guardians and the Board of Management were consulted.

### Rationale

This policy was devised because the staff and the Board of Management wish to ensure that:

- A procedure is agreed to facilitate those students whose parents/guardians, for reasons of personal safety, feel it is necessary for them to have a mobile phone on their person as they travel to and from school.
- Learning is not disrupted by the unnecessary use of mobile phones or mobile devices in the school.
- The provision of enhanced learning opportunities may be facilitated by permitting the use of mobile devices at school for supervised learning activities.
- The privacy of students and staff is not compromised by recordings of images, voice or video taken without consent or knowledge.

### Rules and Procedures

Students are required to adhere to the following rules and procedures in relation to the use of mobile phones and other mobile devices at school.

#### Mobile Phones

1. Students are permitted to take mobile phones to school. However, mobile phones must be switched off and handed into the secretary's office in the morning when the first bell rings at 8:47am and collected again when classes end at 2:30pm. Students attending after-school activities must also collect their phones from the secretary's office at 2:30pm. Mobile phones are stored in a locked cabinet in the secretary's office from 8:50am to 2:30pm.
2. Students who take mobile phones to school must switch them off on entering the school premises and leave them switched off until they leave the school premises after classes or after-school activities end.
3. Students do not have permission to use any feature of a mobile phone on the school premises at any time unless they have been given specific permission from a teacher to use the device for a learning activity. A teacher who gives a student permission to use a mobile phone at school for a learning activity will be required to take responsibility for:
  - a. supervising the student's usage of the device and ensuring that the student adheres to the school's Internet/Email Acceptable Use policy;
  - b. making arrangements for the storage of the device in the secretary's office when it is not being used during supervised learning activities.
4. Students may take a mobile phone on a school trip if they have been given permission by the teacher(s) in charge. In such instances, the students will be



required to adhere to the rules put in place, with respect to the use of mobile phones, by the teacher(s) in charge.

5. The school will not take responsibility for any damage, theft or loss of a mobile phone taken to school or on a school trip by a student.

### Mobile Devices

1. Students are not permitted to take mobile devices, other than mobile phones, to school unless they have received specific permission from a teacher to use them for a learning activity e.g. researching information on the Internet for a school project. A teacher who gives a student permission to use a mobile device at school for a learning activity will be required to take responsibility for:
  - a. supervising the student's usage of the device and ensuring that the student adheres to the school's Internet/Email Acceptable Use policy;
  - b. making arrangements for the secure storage of the device at school when it is not in use e.g. stored in a locked filing cabinet.
2. The school will not take responsibility for any damage, theft or loss of a mobile device taken to school or on a school trip by a student.

### Consequences for failure to comply with school rules and procedures with respect to mobile phones and other mobile devices:

- Mobile phones and other mobile devices will be confiscated from students who are not adhering to the rules and procedures outlined above. Confiscated mobile devices will be stored securely in the secretary's office until the child is leaving school at 2:30pm;
- The principal will be informed immediately if a mobile device is confiscated from a child. He/she will ask the child to delete any media content (images, voice, video) recorded on the device during the school day; He/she will also help the child to understand the rationale for the school's rules with respect to mobile devices;
- The principal will, at the earliest opportunity on the day the device is confiscated, contact the child's parents/guardians and request that one of them attend a meeting with him/her before the school day ends. At this meeting, the principal will return the mobile device to the parent/guardian and explain why failure to follow school policy with respect to mobile devices is treated as a serious misdemeanor in our school.
- If the child's parents/guardians are uncontactable or unable to attend a meeting with the principal on the day the mobile device was confiscated, the device will be returned to the child at 2:30pm and the letter template in appendix one will be completed and sent home with her/him. A text message will be sent by the school to the parents/guardians informing them that their child has been asked to deliver a letter to them from the principal.

### **Communication of Policy**

This policy will be communicated to all members of the school community using some or all of the following strategies:

- Parents/Guardians will be informed of the policy at Parent/Guardian information meetings;
- A copy of the policy will be made available on the School Policy section of the school website;
- All teachers will remind students of the policy on an ongoing basis;
- The principal teacher will inform the students of the agreed policy at a school assembly.



## **Ratification of Policy**

This policy was ratified at a meeting of the school's Board of Management on 22<sup>nd</sup> April 2015.

## **Appendix 1**

Date: \_\_\_\_\_

Dear Parents/Guardians,

I wish to inform you that, today, your son/daughter \_\_\_\_\_ failed to adhere to the school's agreed policy on the use of mobile devices in our school.

This is viewed as a serious misdemeanor in our school and I wish to speak with you along with your son/daughter about the matter. I would be grateful if you would contact the school to make an appointment to meet with me at your earliest convenience.

A copy of our school's Mobile Devices Policy may be downloaded from the school website – [www.presentationmullingar.ie](http://www.presentationmullingar.ie) .

In order to confirm that you have received this letter, I would be grateful if you would sign the relevant section below and ask your son/daughter to return it to the secretary's office on \_\_\_\_\_.

Yours faithfully,

\_\_\_\_\_  
Michael Tunney  
Principal

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Date: \_\_\_\_\_

Dear Mr. Tunney,

I received your letter in relation to my child's failure to adhere to the school's mobile devices policy.

I will contact the school to make an appointment to meet with you to discuss this matter.

Yours sincerely,



\_\_\_\_\_  
Parent/Guardian Signature

