



# 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 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.
- A teacher who confiscates a mobile phone will inform the child's parents/guardians before she/he leaves the school premises that the phone was confiscated. The teacher will advise the parent/guardian that the phone may be collected from the school office.

### **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 by the Board of Management on \_\_\_\_\_.

