

Mobile Phone Policy



Our priority in Coláiste De Lacy is to ensure a safe, positive, supportive and optimal educational environment for all. Consequently high expectations will be communicated to and required from all students and staff alike. Mobile phones can cause huge disruption to learning and to the positive atmosphere within a school.

Smart watches/technology, such as the iWatch, are not permitted in school at all!

Students do not need to bring a mobile phone to school. Students can always make contact with home by calling to the school office where a member of staff will contact their parents/guardians/emergency contact person for them. Mobile phones have become a huge part of modern life and can negatively impact on the quality of learning environment within a school. In recognition of this; we would ask all parents/guardians, students and staff to read the following policy very carefully.

- Where students bring a mobile phone to school, they do so at their own risk. Please note that Coláiste De Lacy is not responsible for phones that are lost, damaged, or stolen. All student mobile phones must be stored securely in locked lockers and not carried in bags or on a person. It is condition of having a locker that the locker is kept locked.
- Phones should be **switched off** on arrival at school and stored securely in lockers at all times. Mobile phones must not be switched back on until the student leaves the building after school each day. Mobile phones must not be switched on or be visible in the building. If it is visible....it is considered to be in use!
- Mobile phones should not be brought to class by staff unless by prior agreement with the Principal.
- Phones must not be used for any purposes during class time unless under the guidance and instruction of the múinteoir, e.g. a specific project.
- **A student who needs to go home during the day must arrange to do so through the oifig (school office) and not independently by mobile phone. This ensures that the correct sign-out procedures for leaving school are followed.**
- Breaking of school rules regarding mobile phone will result in **confiscation of the mobile phone (see table of consequences/sanctions below).**
- The student must hand the phone over immediately to the relevant staff member and is not permitted to remove the SIM card from the phone prior to confiscation.
- If upon request, the phone is not handed over to the múinteoir; the student will be subject to very serious disciplinary sanctions (up to and including suspension) for refusing to comply with the school rules.
- Coláiste De Lacy takes no responsibility for any confiscated phones or devices that are lost, stolen or damaged.

- Any phone confiscated (unless for a recording offence) will be returned after a definite period of time:

Incidence	Consequence/Sanction
Single Infraction	The relevant staff member will give the student a verbal warning regarding this behaviour. The incident will be logged by the relevant staff member on ePortal (to flag frequency of incidents for all staff) and also in the student dialann. The student will need to get their parent/guardian to sign the note in the dialann that night and present it to the relevant staff member the next day. The student will hand over the phone immediately and the relevant staff member will keep the phone until the end of that school day.
2 nd Infraction	The relevant staff member will log the incident on ePortal (to flag frequency of incidents for all staff) and also in the student dialann. The student will need to get their parent/guardian to sign the note in the dialann that night and present it to the relevant staff member the next day. The student will hand over the phone immediately and the relevant staff member will keep the phone until the end of the following school day. The student mobile phone will be stored in the school safe overnight.
3 rd Infraction	The relevant staff member will log the incident on ePortal (to flag frequency of incidents for all staff) and also in the student dialann. The student will need to get their parent/guardian to sign the note in the dialann that night and present it to the relevant staff member the next day. The student will hand over the phone immediately and the relevant staff member will return the phone to the student at the end of three consecutive school days. The relevant staff member will also inform the Year Head regarding the incident. The student mobile phone will be stored in the school safe overnight.
4 th Infraction	The relevant staff member will log the incident on ePortal (to flag frequency of incidents for all staff) and also in the student dialann. The student will need to get their parent/guardian to sign the note in the dialann that night and present it to the relevant staff member the next day. The student will hand over the phone immediately and the relevant staff member will give the phone to the Year Head who will arrange a meeting with the parents/guardians, the Year Head and the Principal/Deputy Principal. The phone will be returned to the parent/guardian (usually at the meeting). The student mobile phone will be stored in the school safe overnight.

- As a preventative measure and in an attempt to assist students in managing their own behaviour, a student may be instructed by a Year Head/Deputy Principal/Principal to

leave their phone in the school office throughout the school day. This ensures that the student is neither distracted by the phone nor gets into any trouble with the phone throughout the day. In the case of such an arrangement, the phone is collected from the office each evening after school.

- Recording devices (any device with a camera/recording feature) must never be used in school and/or on any school activities, unless under the direct instruction or guidance of a múinteoir. If an unauthorised recording takes place, the relevant device(s) will be confiscated. The student will be required to delete the unauthorised recording in the presence of the school authorities. Unauthorised recording is a very serious offence and will be dealt with under the Code of Conduct (up to and including suspension and exclusion from school).
- Any posting or circulation of unauthorised recordings is forbidden and will be subject to very serious sanctions (up to and including suspension and exclusion from school).
- Incidents where mobile phones are used to bully other students or to send offensive messages/calls will be investigated under the Coláiste De Lacy Anti-Bullying Policy. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it necessary to involve the Gardaí in certain circumstances.

We have read and understand the Coláiste De Lacy Mobile Phone Policy.

We will follow all of the above conditions and pledge to comply with the policy.

Student Signature: _____

Parent/Guardians Signature: _____

Date: _____