



## MOBILE PHONE POLICY

### Introduction

The policy on mobile phones was reviewed and amended in the Code of Behaviour in 2012. It aims to provide clarity for all members of the school community, pupils, parents/guardians, staff, about the use of mobile phones in St. Ultan's School

### Note:

**Pupils who use mobile phones as an augmentative communication device are permitted to use them in school as an essential part of their education programme.**

### In-School Procedures

- Pupils are advised that mobile phones may not be used for any purpose during the school day. This rule applies to all school activities, on or off the school premises
- If a pupil brings a mobile phone to school, it must be kept out of sight, switched off and not used at any time.
- If a pupil uses a mobile phone on school premises without permission they will be required to hand it over to a member of staff and their parents/guardians will be asked to collect it from the school office.
- The only exception to this is in an emergency or with the approval of a teacher.
- The only exception to this rule is in the case of an emergency or with the permission of a member of staff and as noted above for pupils with communication difficulties.
- If a staff member suspects that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone to a teacher and parents will be asked to collect it from the school.
- If a staff member suspects that the material on the mobile phone may provide evidence about a criminal offence the phone will be handed over to the Garda Siochana for further investigation. Parents will be informed in such circumstances
- The school has included this policy on the use of mobile phones in the Code of Behaviour and pupils will be sanctioned as they would for breaking any other rule in school.

- Pupils who take unauthorised photos or recordings of other students or staff members will also be sanctioned according to the Code of Behaviour and their parents/guardians will be informed
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The safety and security of mobile phones is the responsibility of pupils/parents/guardians.
- The school accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.
- Pupils should mark their mobile phone clearly with their name.
- Mobile phones which are found in the school and whose owner cannot be found should be handed to a member of staff.
- It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phone and/or passwords should not be shared.
- Pupils using mobile phones to bully other pupils or send offensive messages/calls will face disciplinary actions as per the School Code of Behaviour.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the School in this regard is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Gardai.

### **Roles and Responsibilities:**

All staff share in the co-ordination and implementation of this policy.

### **Implementation and Review**

This policy as set out above is to be implemented from September 2012

This policy is monitored on an ongoing basis and amendments made as deemed necessary.

**Ratified by Board of Management on \_\_\_\_\_**  
**Date**

**Signed**

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**Nuala Cosgrave, Chairperson**