

# **Mobile Phone and Digital Media Policy**

**Mindful of the duties and responsibilities assigned to staff in working with children, it is vital that staff be engaged with children at all working times. In this context, access to phones should be limited to urgency only.**

## **Work Calls**

- Calls to parents/guardians should be kept as short as possible. Where a lengthy conversation with parents/guardians is required, appointments should be made to meet parents.
- Calls to other professionals and organisations should be made in consultation with the Principal and classroom supervision will be arranged where appropriate.

## **Personal Calls**

- In general, personal calls should be carried out during break time.
- In cases of urgency, a staff member should use discretion in making calls.
- Incoming personal calls should be reserved for urgent matters.

## **Mobile Phones**

- In cases of urgency, staff should use discretion in making calls.
- Texting should follow the same rules as calls.

## **Children's Phones**

- Generally, children are discouraged from bringing mobile phones to school. If a child brings a mobile phone to school, it must be switched off and left in a child's bag until she leaves school. If the child is attending After School Activities on the school premises, she must obtain permission from the Activity Leader if she needs to use the phone. The school phone is available to the girls during the school day.
- Pupils who ignore this policy and are found with their phones switched on will have their phones confiscated. The pupil's parent will be informed and will have to call to the Principal's office to collect same.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- Pupils should mark their phones clearly with their name.
- Mobile phones which are found in the school without a name must be handed in to a member of staff immediately.
- It is strongly advised that pupils have passwords/ pin numbers to ensure that unauthorised phone calls cannot be made from their phones. These pins and passwords must be kept confidential.
- Pupils who use mobile phones to bully other pupils or to send offensive messages or make offensive calls will face disciplinary actions as per Code of Conduct.
- The same applies to pupils who take unauthorised photos or recordings of other students or staff members.
- 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 ineffective, as with all incidents,

the school will consider it necessary to involve the Gardaí.

- Other digital media devices e.g Nintendo DS, Ipods, Ipads etc. are not allowed in school. The taking, and subsequent uploading, of photographs, with any form of digital media device is prohibited. On some occasions, children may be given permission to bring cameras to events such as school tours but any photographs taken cannot be uploaded to any social media sites.