



Our Lady of Lourdes

Mobile Phone and Digital Media Policy

Rationale

The following procedures have been put in place to ensure minimal and safe usage of mobile phones and electronic devices in our school, due to the facts that

- Mobile phones, Tablets (iPads etc), Game Boys/PSPs, MP3s/iPods/Smart Watches etc. are intrusive and distracting in a school environment and can reduce constructive socialisation during break times.
- Strategies must be put in place to reduce the intrusiveness of unauthorised technology in a school situation.
- Mobile phones may be used to conduct bullying campaigns.

Aims:

It is our aim to:

- To lessen intrusions on and distractions to children's learning during the school day.
- To ensure children have maximum opportunities to socialise positively during break times.
- Ensure the safety of children at all times.

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.

Guidelines and Procedures for Staff

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 scheduled at an appropriate time where possible and supervision arranged accordingly.

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.

Guidelines and Procedures for Children

- Mobile phones, Smart watches and devices are not allowed on school premises. In the event that they need to make contact with home, the school office phone can be used.
- 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 will have their phones/Smart Watches confiscated. The pupil's parent will be informed and will have to call to the Principal's office to collect same.
- Mobile phones/Smart Watches which are found in the school without a name must be handed in to a member of staff immediately.
- Pupils who use mobile phones/Smart Watches 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.

Signed:

Mercedes Campion

MERCEDES CAMPION

Principal

Signed:

Brian Twomey

BRIAN TWOMEY

Chairperson, Board of Management

Date:

19/11/2024