



## **Mobile Phone Policy**

### **Basic Principles**

This policy is a college-wide policy, for implementation by all staff, students, parents and Board of Management. It has been developed in consultation with the Board of Management, parents, staff and students.

### **Rationale**

This policy was devised to respond to updated technology regarding mobile phones and personal devices. Mobile phones have become an important and invaluable part of our modern lifestyle. The college understands that there are times when the possession of a mobile phone can provide a sense of safety and security while travelling to and from college. The following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the college community are preserved.

### **Objectives**

The college aims to provide a happy, safe and stimulating learning environment for all students.

The purpose of this policy is to:

- Ensure that mobile phone usage does not disrupt this learning environment
- Ensure that courtesy, respect and consideration to others are paramount at all times
- Clarify the responsibilities of students and staff with regard to mobile phones

**Students may take mobile phones to college provided they observe the following conditions:**

a) The college can accept no responsibility for mobile phones. Mobile phones are brought to college entirely at the owner's risk. The college accepts no responsibility for lost, stolen or damaged mobile phones.

b) In order for students to be fully focussed on their school work their phone must be switched off and kept in their possession during the college day. Mobile phone use is not permitted during or between classes. All contact between home and school (during the school day) must go through the main school office.

c) A student, who wishes to go home for any reason during the school day, must arrange to do so through their Year Head and the Secretary and not independently by mobile phone. This ensures that correct procedures for leaving college before the ending of classes for that day are observed. Responsibility cannot be taken by the college authorities for students who arrange independently to go home without following proper procedure. Any such arrangement is a breach of the Code of Positive Behaviour. Parents/Guardians may arrange to contact students through the office (053) 9484035. Parents/Guardians are required to co-operate and support this policy by not contacting students by mobile phone or other means during the college day.

d) No photographs or recording either video or audio can be made on the mobile phone while on the college premises without the college's permission. Using a mobile phone in such a way can seriously infringe on people's privacy and rights.

e) The college reserves the right to view the contents of the phone, in the presence of the student, to ensure it contains no images or information which could compromise a member of the college community. Any such information or images will be deleted if requested to do so.

**Sanctions**

**If a student is found to be using a mobile phone on the school premises then;**

- The phone and sim card may be confiscated and placed in the Principal's office for 5 school days.
- The phone will be returned to the student at the end of five school days. When a phone is confiscated it will not be returned under any circumstances until the term of the confiscation has elapsed.
- Failure to immediately hand up the phone and/or sim card to the subject teacher will result in a more severe sanction (confiscated for 10 school days) and will be dealt with under our Code of Positive Behaviour.
- Using a mobile phone or personal device (on the Creagh College campus) for the unauthorised recording of images or sounds is in direct breach of Creagh College's Acceptable Usage Policy and /or Anti-Bullying Policy. Using phones in such a way can seriously infringe on people's rights and appropriate sanctions will be imposed (Following an investigation students may be externally suspended or expelled).

Incidents where students use a mobile phone to bully others by sending offensive messages or calls will be investigated under Creagh College's 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, any party involved may consider it appropriate to involve the Gardai in such incidents.

**School tours:**

**This policy applies on all official school trips however the tour organiser may make exceptions if necessary.**

**Review Procedures:**

The Board of Management in consultation with the school partners, will, review this policy from time to time or as the need arises.

**Ratification**

This code was ratified by the Board of Management on May 30<sup>th</sup> 2016. This code will be reviewed and revised in the light of changing circumstances, if such changes occur. Otherwise it will be reviewed in 2018.