

**Introduction and Scope of this Policy:**

This document sets out the policy of Colaiste Lorcain in relation to students' mobile phone usage. The term mobile phone is used in the context of any mobile communication device. The Policy has been devised and written in November 2018. The members of the school's Student Voice Forum who carried out extensive consultation with all school partners guided this Policy.

**Relationship to Mission Statement:**

Colaiste Lorcain's Mission Statement is as follows:

**“Coláiste Lorcáin is committed to building on its own proud tradition of encouraging each individual to achieve his / her potential. As a school community of teachers, students and parents, we strive for excellence in everything we do”.**

This Mobile Phones Policy is another important framework within which the development of young people, empowered to lead effective lives in the wider society, is enhanced in our school. The community of the school works in a holistic manner to ensure that dependence is gradually replaced by responsibility for self, society and the world. The dignity of each student, staff member and parent / guardian is honoured and reflected in school policies and structures, including this policy.

This policy is informed by the school's Mission Statement, which commits us to preparing all students for the challenges of adolescent and adult life and to respecting the dignity, worth and individuality of every member of the school community. The school's role in the development of young people supports and is enriched by the active participation of parents / guardians in all aspects of their childrens' lives.

**Rationale:**

This Student Mobile Phone Policy aims to ensure that mobile phones, which are a feature of modern society, for education, communication, safety and security, as well as powerful learning tools, are used appropriately and positively in the students' learning environment.

It is always the case that any invasion of privacy or harassment or taking photographs or recordings without consent associated with the use of mobile phones is unacceptable and will be treated as such.

**Role of Parents / Guardians:**

The school is a supportive organisation in respect of the primary educators – parents / guardians. Our efforts to provide holistic education, in its various forms, are most meaningful and effective when parents / guardians both understand and support our aims and activities. Parents / guardians are most effective for the school when they do their best to ensure that

- their children have a positive attitude to education in general and this school in particular;
- their children come to school and all classes with all of the required books, uniform, equipment and materials, etc.;
- the “Guidelines for All Students” (see Student Diary / Journal) are discussed by parents / guardians with students and followed by the students concerned;
- their children are aware of and fully compliant with the school's Code of Behaviour;
- their children work hard both within and outside school at their studies;
- they attend parent – teacher meetings, parent information evenings and school events and
- they support the ongoing work of in school management, the Board of Management, all school staff, the Parents' Council and, where appropriate, the Students' Council.

**Procedures for Using Mobile Phones in School or while under the care of School Management and Staff:**

**What should students do?**

- Students should consider if they need their mobile phone in school. If it is not needed, it should be left at home.
- If they bring their phone to school, students should ensure that it is turned off at the start of the school day.
- Students should only turn on their phone if directed to do so by a teacher.
- Students should use the phone as directed and turn it off when the teacher instructs them to do so or at the end of the lesson (whichever comes first).
- Students should note that mobile phones should not be used between classes or at break times.
- Students should use the phone in the school office (not their mobile) if they need to contact a parent / guardian.
- Students should follow teachers' instructions about mobile phones, at all times.
- Students should understand that the school will not replace damaged or stolen phones.

**What should parents / guardians do?**

- Parents / guardians should note the terms of this policy and speak to their children about the importance of abiding by the policy.
- Parents / guardians should remind students that mobile phones should be turned off, when not in use under teacher direction.
- Parents / guardians should use the school office to contact their children during the school day – not the child's mobile.

**What should teachers do?**

- Teachers should note the terms of this policy and speak to their students about the importance of abiding by the policy.
- Teachers should remind students that mobile phones should be turned off, when not in use under teacher direction.
- Teachers should, at their discretion, guide and direct students usage of mobile phones, as research and communication tools in classrooms and / or at school events.
- If the phone usage is disruptive to teaching and learning or inappropriate, teachers should ask the student involved to hand up their phone. The teacher should leave the phone with the Principal.

**Review Procedures:**

The policy will be reviewed regularly and by the Board of Management every four years. Any staff member who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. The Students' Council may request a formal review at any time and the Board of Management will deal with such a request as quickly as possible. The Parents' Council may request a formal review at any time and the Board of Management will deal with such a request as quickly as possible.

*Adopted by Board of Management: 5<sup>th</sup> December 2018*

*Review Date: December 2022*