



Student Mobile Phone and Electronic Device Policy

Loreto Secondary School, St Michael's, Navan

Within a positive environment based on Christian values, and with a strong social justice focus, St. Michael's students are encouraged to avail of all opportunities to develop to their true creative, academic, personal and spiritual potential.

Rationale

While Loreto Secondary School St Michael's respects the right of students to own a mobile phone, the use of mobile phones by students on school grounds is strictly prohibited unless explicitly authorised by a teacher. This is to ensure that the physical, emotional and mental wellbeing of all students within the St Michael's community is protected. It is also important that teaching, learning and other school activities are not interfered by the unauthorised use of these or other electronic devices.

Contact between students and parents in case of an emergency can be made through the school office at (046) 902 3830.

Scope

The following applies to students of Loreto Secondary School St Michael's.

Related documents

- School Code of behaviour
- Anti bullying policy
- Internet acceptable use policy
- Internal communications policy

Details

The following applies to the use of mobile phones and other electronic devices on school premises:

1. The school accepts no responsibility for loss, theft or damage to personal electronic devices on the premises. The safety and security of mobile phones and other devices is wholly a matter for students/parents/guardians.
2. Where a student brings a mobile or other electronic devices to school, it must be **powered off** (unheard and unseen) whilst on the school grounds and may not be used for any purpose unless otherwise directed by a teacher.
3. To ensure students are free from distractions during the school day and able to focus on the learning and teaching in class the use of additional electronic devices **for communication purposes** including wireless and/or bluetooth enabled devices such as smart watches, fitness trackers, and handheld gaming devices are prohibited. This list is not exhaustive and may be updated by school management when deemed appropriate.
4. The use of any additional electronic devices to assist learning must be approved by the school in advance.
5. Use of the above also applies to students representing Loreto Secondary School St Michael's at school events, extracurricular or off campus school activities.

6. Students that (with permission) access the school WiFi network using their devices must abide by the school's acceptable use policy.

Breaches

All breaches of the above policy will be dealt with under Loreto Secondary School, St Michael's ***Code of Behaviour***

1. Students found in contravention of the above will have the item in question (in the case of mobile phones both the phone and sim card) confiscated for a **period of time no less than one full school day** or until the matter has been resolved by school management. The length of time a student's phone will be confiscated will be dependent on the infringement that has taken place and will be decided by the Year Head and/or School Management. The item will be returned to a parent/guardian by appointment during office hours.
2. When a student's phone is confiscated the parent/guardian will be contacted before the end of the school day to notify them that their daughter has had her phone confiscated. A record of the incident will be made.
3. Multiple infringements or failure to hand over a device when requested will result in further sanctions including extended periods of confiscation under the school's code of behaviour.
4. Incidents where students use mobile phones to bully other students will be treated as serious breaches of discipline. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardaí in such incidents.
5. If a pupil uses a mobile phone or other electronic device to take images and/or recordings on school property without permission their phone will be confiscated immediately. The files in question will be deleted by the student in the presence of the principal or deputy principal's and the student sanctioned as per the school's code of behaviour. If a student refuses to cooperate, a meeting will be called without delay involving the principal and/or deputy principals, the student and their parents/guardians to resolve the situation. The phone remains switched off and in the possession of the school until the incident has been resolved.

Review

The effectiveness of this policy will be monitored by the Principal and Deputy Principals and will be reviewed every 2 years, when needs arise or upon publication of any relevant government guidelines

Ratification

Chairperson, BOM

Principal

Date

Date