



Áit do pháistí
A place for children

SCOIL BHRÍDE, ÁTH GARBHÁIN
ST. BRIGID'S SCHOOL, ATHGARVAN

Áth Garbháin, An Currach, Co. Chill Dara
Athgarvan, The Curragh, Co. Kildare

Mobile Phone/Electronic Device Policy

Introduction:

Scoil Bhríde Mobile Phone and Electronic Device Policy was reviewed by teaching staff and subsequently ratified by the Board of Management. Teachers, Special Needs Assistants, Ancillary Staff and volunteers understand that their duties and responsibilities with regard to looking after children are of the utmost importance and that it is vital that those 'in locus parentis' are engaged with the children at all working times. In this context, access to phones must be limited to particular and limited use.

Use of Mobile Phones/Electronic Devices:

- The school acknowledges the usefulness and practicality of mobile phones/devices as a resource to the teacher (alarm, calendar, calculator, stopwatch, camera etc.) and staff are permitted to use such applications in a professional and appropriate way.
- If a school employee is making use of a personal electronic communication/storage device, as outlined above, it is imperative that no one should be able to pick up their device and access school data. The potential for disclosure of private data is too great.
- School staff must always password protect and auto-lock your devices, so as to protect school data.
- Any school related files (photos from tours etc.) must be moved from personal devices onto the network drive or school cloud storage.
- Delete school related files from your personal device as soon as possible.
- Staff must use their professional judgement when using personal devices at work.

Taking Personal Calls/Texts

- Personal calls/texts should be carried out during break time, as long as staff are not engaged in supervision duties.
- In cases of urgency, a staff member should use discretion in making/taking calls
- Incoming personal calls should be reserved for urgent matters

Work Calls

- Calls should be kept as short as possible. Where a lengthy conversation with parents/guardians is required, appointments should be made to meet parents



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Children's Phones/Electronic Devices

- There is a strict 'no mobile phone/electronic device' policy in Scoil Bhríde. This is to prevent any unsupervised online activity, negative messaging, unauthorized photo/video taking, potential cyberbullying on social media sites used commonly by preteens. Students will face sanction under The Code of Behaviour if they are found to have a phone with them.
- In exceptional circumstances, if at the request of parents, a child takes a mobile phone to school, it must be switched off and handed up to the Teacher/Principal as soon as the child arrives at school.
- The mobile phone will be returned at home time.
- If a teacher or staff member has a suspicion that a student has a phone and is using it in a negative manner, the pupil will be asked to hand over the phone to the teacher or the school principal. The child's parents will be contacted and will have to collect the phone from the school
- Where there is evidence that the material on the phone may provide evidence relating to a criminal offence, the phone will be handed over to the Gardaí for further investigation and the parents will be informed
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones
- Pupils who use mobile phones to bully other pupils or to send offensive messages or to make offensive calls will face disciplinary actions as per the school's Code of Behaviour
- 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 may consider it necessary to involve the Gardaí.

This policy will be reviewed every two years or as the need arises.

It was ratified by the Board of Management on the 7th December 2021.

Signed



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Chairperson, BOM

Date: 7th December 2021

Principal

Date: 7th December 2021