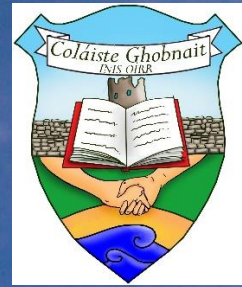


Coláiste Ghobnait

Inis Oírr



Mobile Phone/Digital Device Policy

2023/2024

Adopted by the Board of Management on ??/??/20??

Approved by Galway and Roscommon Education and Training Board (GRETB) on
??/??/20??

This policy has been prepared in consultation with Parents, Students, Staff, The Board of
Management and GRETB

THIS POLICY APPLIES TO:

Pupils, School Staff, Parents, the school's Board of Management as well as Galway and Roscommon Education and Training Board.

MISSION STATEMENT

Our mission at Coláiste Ghobnait is to encourage the educational, intellectual, physical and cultural development of the school's students in a pleasant and healthy environment that prioritises the self-esteem, independence and development of all members of the school community.

SCHOOL VISION

"Growing and learning together diligently through the medium of Irish, in which balance, respect for well-being and integrity are given priority, with the spirit of co-operation among the whole school community."

ETHOS



Coláiste Ghobnait's mobile phone/device policy is in place for the protection, safety and welfare of everyone in the school and specifically to avoid any danger of risk or denigration and to also promote a better atmosphere for student learning in the school. This policy applies to mobile phones or any other digital device such as ipods, ipads etc.

The use of mobile phones/devices is strictly prohibited in Coláiste Ghobnait.

Students are advised to leave their phone/device at home. School time means from 8:40 in the morning until 4.00 in the evening, or later if the student is undertaking other events in school. Phone/devices are not allowed at break time either.

It is not permitted to take photographs or videos in school surroundings or at school events, such as events after school, without the school's consent.

Photographs or videos of the school or of any of its' students may not be uploaded to any website/social media site. This intrudes on a person's right to privacy.

Coláiste Ghobnait recognises that mobile phones and digital devices are an integral part of young people's culture and way of life. As a school we also recognise that such technology will play an increasing part in future learning practices, but like all ICT use, this should follow agreed rules and guidelines to prevent disruption and instill good learning habits. The use of mobile phones/devices is strictly prohibited in Coláiste Ghobnait and the following rules are in place:

- Responsibility for the phone rests with the student and the school accepts no financial responsibility for damage, loss or theft.
- Should a student be found using a mobile phone/ device during the school day and refuse to hand up the phone/device they will be brought to the man office where Parents/ Guardians will be contacted and asked to take the student off the school premises for the remainder of the school day.
- If a student persists to breach the rules as laid out in this policy, then the parents/guardians will be requested to attend a meeting with the Principal/Deputy Principal to discuss the issue

The term usage means:

1. Having the phone/device turned on
 2. Making or receiving a call
 3. Sending or receiving text messages
 4. Taking photographs
 5. Making videos
 6. Checking the time
 7. Playing games
 8. Using the Internet
 9. Listening to music etc.
- Parents/Guardians are advised to persuade their son/daughter **not** to bring their phone/device to school.
 - In emergency cases students will be allowed to use the school phone to contact their home.

If a mobile phone/device is heard or seen – the following steps will be taken:

Step 1

The first time a student has a mobile phone/device in their possession:

- The student is asked to hand up the phone/device immediately to the subject teacher.
- When the class ends the subject teacher brings the phone to the office. The teacher signs the form for **handing in a mobile phone/device** which is available in the office.
- The mobile phone/device is placed in an envelope marked with the student's name. The mobile phone/device is kept under lock in the office.
- When **the form accepting the return of the phone/device** has been signed by the student the phone/device is handed back.
- **The mobile phone/device is returned at the end of the day.**

Step 2

The second time a student has a mobile phone/device in their possession:

- The student is asked to hand up the phone/device immediately to the subject teacher.
- When the class ends the subject teacher brings the phone to the office. The teacher signs the form for **handing in a mobile phone/device** which is available in the office.
- The mobile phone/device is placed in an envelope marked with the student's name. The mobile phone/device is kept under lock in the office.
- When **the form accepting the return of the mobile phone/device** has been signed by the student the phone/device is returned to them.
- **The mobile phone/device is returned at the end of the next school day.**
- **If the mobile phone/device is taken on a Friday it will be returned on Monday evening.**

Step 3

The third time a student has a mobile phone/device in their possession:

- The student is asked to hand up the phone/device immediately to the subject teacher.
- When the class ends the subject teacher brings the phone/device to the office. The teacher signs **the form for handing in a mobile phone/device** which is available in the office.
- The mobile phone/device is placed in an envelope marked with the student's name. The mobile phone/device is kept under lock in the office.
- **The mobile phone/device is returned after a week.** Year head will inform Parents/Guardians by e-mail.
- **Parent / Guardian must come to school to collect the phone after a week.**

Step 4

The fourth time a student has a mobile phone/device in their possession, as well as on all subsequent occasions:

- The student is asked to hand up the phone/device immediately to the subject teacher
- When the class ends the subject teacher will bring the phone to the office. The teacher signs **the form for handing in a mobile phone/device** which is available in the office
- The mobile phone/device is placed in an envelope marked with the student's name. The mobile phone/device is kept under lock in the office
- **The mobile phone/device will be kept for a week and this will also be the process for all subsequent occasions.**
- Year head will inform Parents/Guardians by e-mail. The year head will arrange a meeting with the Parent and the student. Both the year head and Deputy Principal will attend this meeting with the Parent and Student.

The school accepts no responsibility for lost/stolen/broken phones/devices. The student is responsible for their own phone/device. Parent/Guardian must attend school to collect the phone/device.

Appendix 1

Mobile Phone/Digital Device taken from a student

Student Name	Teacher who took mobile phone/digital device	Date	Signature upon the return of a mobile phone/digital device	Date