

Polasaí Fón Póca & Gléas Leictreonach / Mobile Phone & Electronic Device Policy

Introduction

The following procedures have been put in place to ensure minimal and safe usage of mobile phones and electronic devices at Coláiste na Rosann, due to the facts that:

- Mobile phones, Tablets (iPads etc.), Game Boys/PSPs, MP3s/iPods etc. are intrusive and distracting in a school environment and can reduce constructive socialisation during break times.
- Mobile phones and electronic devices are valuable and can be lost or stolen.
- Mobile phones may be used to conduct bullying campaigns.
- Strategies must be put in place to reduce the intrusiveness of unauthorised technology at Coláiste na Rosann.

Guidelines and Procedures for Student's

The following are the guidelines for mobile phone/electronic devices usage in the school;

- Pupils should not bring mobile phones or electronic devices into Coláiste na Rosann They affect the privacy and safety of students. We also believe they can cause disruption to the learning environment in the classroom.
- Children should not use mobile phones, tablets or their own personal electronic games or devices during Coláiste hours i.e. morning classes, afternoon activity and evening activity.
- Mobile phones, tablets, electronic devices must be kept in the house at all times. They can be given to the Bean an Tí. Students can put a sticky label on their device(s) with their name on it.
- Students can use their mobile phones/devices during lunch, dinner and supper breaks in the houses to contact their parent(s)/guardian(s)/family.
- Responsibility for the phone rests with the student and Coláiste na Rosann accept no responsibility for damage, loss or theft.
- Students who need to contact home during school hours may do so through the office at Coláiste na Rosann or class teacher.
- Students can bring digital cameras, disposable cameras or GoPro's with them on Coláiste na Rosann tours to capture pictures. They may NOT use mobile phones or tablets (such as iPads) as a means of taking pictures and these should be kept at the house.
- Any pupil who brings a mobile phone or electronic device to the Coláiste, and does not hand it to a teacher / Coláiste na Rosann official risks having it confiscated and not returned until the end of the course

- Head phones must not be worn during classes, for reasons of safety and courtesy.
- Where appropriate, an individual student may be given permission for the use of a device for a specific health purpose. For example in the case of Type 1 Diabetes where a smartphone may be used to track blood glucose levels.
- During Coláiste hours students who feel unwell must report this to a teacher or other Coláiste na Rosann staff who will contact home if necessary. Students are not permitted to use their mobile phones to make such calls. This allows support and supervision and also avoids students leaving the school grounds without a record being made.
- If, for any reason, there is a situation where a mobile phone or electronic device has been used to bully other pupils, send offensive messages/calls to other pupils, distribute inappropriate images or for any other inappropriate use that student(s) will face disciplinary actions as per the Coláiste na Rosann policy.

Guidelines and Procedures for Parents/ Guardians of Students:

- Parents/Guardians should only phone students at lunchtime, dinner time and supper time.
- In an emergency parents/guardians should phone the Coláiste office and a message will be taken immediately to the student. This ensures that a student is given support and privacy in dealing with a potentially difficult situation.
- Parents/Guardians can also phone the Bean an Tí and a message will be taken to the student.

Guidelines and Procedures for Parents/ Guardians of Bean an Tí's:

- It is recommended that Bean an Tí's request every student's mobile phone on arrival and store them safely.
- On arrival Bean an Tí's should make all students aware of the mobile phone policy
- Students can use their mobile phones/devices during lunch, dinner and supper breaks in the houses to contact their parent(s)/guardian(s)/family.
- Bean an Tí's should place all mobile phones back into safe storage after supper
- Bean an Tí's should notify Coláiste na Rosann of any issues regarding mobile phone usage

Implementation, Review and Communication

The policy will be reviewed, as necessary, in the light of experience.

This policy was reviewed on 31/08/2018.