



# Mobile Phone and Mobile Device Policy

## 1. Introduction

The purpose of this policy is to ensure that the use of personal mobile phones and other smart devices do not impinge on learning and teaching or on the safety and security of members of the school community.

This policy applies to mobile phones, smart phones, wearable smart devices and any other devices that are the personal property of students and are capable of any of the following:

- connecting to the internet,
- making and/or receiving phone calls,
- communicating electronically,
- recording and/or playing audio or video,
- capturing and/or displaying images.

This policy should be read in conjunction with the school's Code of Behaviour and the Student Internet Safety Acceptable Use Policy (AUP). The use of all school-provided digital technology is governed by the AUP.

## 2. Procedures in Relation to this Policy

- a) All mobile phones/devices must be **switched off** and out of sight during school hours and when on the school campus or on school trips off-campus between the hours of 08:40 to 15:30. **It is not sufficient to set the device on silent or flight mode.**
- b) Staff members **will not** request or require students to use their personal mobile phone/device for learning and teaching activities or for extra-curricular or co-curricular activities. The school provides trolley-based devices, access to computer labs and other school-owned digital technology to ensure students are able to access digital learning tools.
- c) Students are not permitted to use a mobile phone to contact a parent/guardian during the day. All communication must be made through reception. This includes contacting a parent/guardian if the student is ill.
- d) Any communication a parent/guardian needs to make with a student during the school day must also be made through contacting the school reception (*phone* 01 8254102).
- e) Students attending after school study, detention, extra-curricular activities or co-curricular activities and trips are not permitted to use their mobile phone/device during this activity. School-owned devices may be provided where necessary.
- f) School staff may ask students to show them the digital contents of their mobile phone or communication/recording device, in the presence of a parent/guardian, during an investigation of misconduct.
- g) The misuse of a mobile phone, including a camera phone, or other digital device as defined above in taking or sending images, unauthorised recording of staff and/or students and/or others or using a device to harass will be considered a serious breach of the school's Code of Behaviour. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.



- h) Students may not use personal mobile phones/devices during mock examinations, assessment week or in State Exams. During exams/assessments/practicals, all mobile phones/devices are to be switched off and placed in the labelled brown envelope on the supervising teacher's desk. Failure to do so could result in the termination of the exam and/or sanctions consistent with the school's Code of Behaviour being applied.
- i) Ratoath College takes no responsibility for the personal property, including mobile phones/devices, of students that are lost, damaged or stolen while in school or while taking part in any school-controlled activities.
- j) We ask that Parents/Guardians regularly remind their child that mobile phones must be powered off on the school premises/grounds and while on school trips during school time.

### 3. Consequences of Non-Cooperation with this Policy

This policy requires that "All mobile phones/devices must be switched off and out of sight during school hours." Where this is not the case, the following actions will apply:

Incident	Action
<b>First Instance</b>	<p>The student will be required to power off their device and hand it to a member of staff, <b>including the sim card</b>, without comment and upon request.</p> <p>The phone/mobile device (including the SIM card) and/or headphones will be placed in an envelope by the teacher and left in the school office for collection <b>by the student</b> after 15:30.</p> <p>The student must present their Dialann to the office staff prior to the return of their device to have the incident logged on the mobile phone policy page.</p>
<b>Second Instance</b>	<p>The student will be required to power off their device and hand it to a member of staff, <b>including the sim card</b>, without comment and upon request.</p> <p>The phone/mobile device (including the SIM card) and/or headphones will be placed in an envelope by the teacher and left in the school office <b>for collection by a Parent/Guardian</b> and the student after 15:30.</p> <p>The student must present their Dialann to the office staff prior to the return of their device to have the incident logged on the mobile phone policy page.</p>
<b>Third Instance</b>	<p>The student will be required to power off their device and hand it to a member of staff, <b>including the sim card</b>, without comment and upon request.</p> <p>The phone/mobile device (including the SIM card) and/or headphones will be placed in an envelope by the Teacher and left in the school office.</p> <p>The phone/mobile device (including the SIM card) and/or headphones will be retained securely in school until a meeting has taken place with the student and their Parent(s)/ Guardian(s). The purpose of this meeting will be to discuss the student's consistent difficulties with abiding by this policy and agreeing a sustainable way forward to ensure the student's future cooperation.</p>



<b>Subsequent instances</b>	<p>Subsequent instances will be regarded as a serious breach of the school's Code of Behaviour. An appropriate sanction will be imposed, consistent with the school's Code of Behaviour.</p> <p>The student will be required to power off their device and hand it to a member of staff, <b>including the sim card</b>, without comment and upon request.</p> <p>The phone/mobile device (including the SIM card) and/or headphones will be placed in an envelope by the Teacher and left in the school office.</p> <p>The phone/mobile device (including the SIM card) and/or headphones will be retained securely in school until a meeting has taken place with the student and their Parent(s)/ Guardian(s). The purpose of this meeting will be to discuss the student's consistent difficulties with abiding by this policy and agreeing further measures as may be appropriate to ensure the student's future cooperation.</p>
-----------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

***Where a student refuses to abide by this policy, including any of the actions listed above, such refusal will be dealt with as a serious breach of the school's Code of Behaviour.***

#### 4. Student and Parent/Guardian Agreement

**We have read and understand the Ratoath Colleges Mobile Phone Policy. We will follow all of the above conditions and will comply with the policy.**

Student Signature: \_\_\_\_\_

Parent(s)/Guardian(s) Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

#### 5. Mobile Phone/Device Confiscation Record

	DATE/TIME OF CONFISCATION	SIGNATURE OF STAFF MEMBER
1.		
2.		
3.		



## **6. Ratification by the Board of Management**

This policy was adopted by the Board of Management on the 12 June 2023.