

SCOIL DARA MOBILE DEVICE POLICY

2018

Scoil Dara is a voluntary Catholic secondary school under the trusteeship of CEIST.

We welcome, care for and support all within the school community through the promotion of:

- Respect
- Being just & responsible
- Quality teaching and learning
- An inclusive community
- Life-long learning

Basic Principles

This policy is a school-wide policy, arrived at through engagement with all members of our school community. The policy encourages the personal management of mobile devices and requires the support of all staff, students, parents and Board of Management. The policy is inextricably linked to a number of other policies in the school – The Code of Behaviour, Scoil Dara AUP, Child Safeguarding Statement (and associated policies), Dignity in the Workplace, etc.

Important Legislation Supporting the Development of this Policy.

- ✓ General Data Protection Regulation (GDPR) May 2018
- ✓ Data Protection Act 1998
- ✓ Data Protection (Amendment) Act 2003
- ✓ Child Trafficking and Pornography Act 1997
- ✓ Interception Act 1993
- ✓ Video Recordings Act 1989
- ✓ Human Rights Act 1998 and the European Convention on Human Rights (if applicable)

Rationale

This policy was devised locally following a comprehensive review of the opinions, experiences and concerns of our community of students, staff and parents, recorded through a series of surveys, focus group discussions and in consultation with the Students Council 2017-2018 regarding access to and use of mobile devices in the school context.

Mobile devices/phones have become an important and invaluable part of our modern lifestyle. The school understands that at times, where deemed *necessary* by parents/guardians the possession of a mobile phone can provide a sense of safety and security for students travelling to and from school.

Within the school site and in the course of the school day this policy aims to maintain a safe, secure and nurturing environment where the personal dignity and rights of all the members of the school community are preserved and protected.

The policy has also been influenced by the focus on this issue at National policy level. The Department of Education and Skills Circular 0038/2018 emphasises that centrality of this issue to school communities nationwide.

Objectives

The school aims to provide a happy, safe supportive and inclusive learning environment for all students. The purpose of this policy is to:

- Clearly set-out and explain the agreed policy regarding access to and use of mobile devices in Scoil Dara.
- Ensure that access to mobile device usage does not disrupt this learning environment
- Support the wellbeing and dignity of all students and all staff
- Ensure that courtesy to, respect and consideration of others are paramount at all times
- Clarify the responsibilities of students and staff with regard to mobile phones and the conditions associated with students bringing their mobile phones to school

“.....young people need to be guided and supported to become good digital citizens. In a school setting, using digital technologies mediated by the teacher with the skills to exploit the potential of the technologies can be invaluable in equipping children with the skills to navigate the online world safely.”

DES, Circular 0038/2018

Mobile Phones

This Policy applies to the entire school campus which includes the school buildings, environs and all school related activities that occur on-site and off-site in the name of the school.

Mobile phones should preferably be left at home. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The safety and security of mobile phones is wholly a matter for students / parents.

If brought to school mobile phones must be switched off and stored throughout the day in students school bag /secured in student locker. ‘Switched off’ does not mean ‘Silent’, ‘Meeting’ or any similar mode. The phone must be powered off.

Students are not permitted to access or use mobile devices during the entire school day, inclusive of after school events/study and training. Failure to comply with this policy will result in the confiscation of the device.

In certain classes as pre-arranged by the class teacher, specific teaching and learning or research activities may require access to a personal mobile device. Such access and usage will take place under the clear, focused guidance and supervision of the teacher with defined learning intentions and once that activity is completed students will be requested and required to turn their mobile devices off and stow them safely in their bags. Such access is limited to that specific activity and is governed by the Scoil Dara AUP.

Students are not permitted to carry their mobile devices in uniform pockets (trouser or shirt).

The School does not permit the streaming of music through mobile devices at any time in the school day.

Ear-phones / ear-buds /speakers are not to be used nor are they to be accessed during the school day. Students should store ear-phones and/or ear-buds away in school bags and/or school-jacket pockets once on school premises. Failure to do so will result in the confiscation of these devices.

Parents wishing to contact their son/daughter are required to do so by making contact with the school office on 01- 6287258.

Confiscated mobile devices will be held securely on site and parents will be required to come to the school and sign for the return of a mobile phone. This return-service will be available from 11 am - 2pm on Friday only.

Any mobile device not claimed within three months will be disposed of.

School staff will act uniformly in accordance with this policy. Refusal to hand a mobile device over to a staff member, on instruction, will be dealt with through the Scoil Dara Code of Behaviour.

It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. As such, the school may consider it appropriate to involve An Garda Síochána in such incidents.

Procedures to follow if policy breach is identified

- If addressed by a staff member regarding using/accessing a mobile device the student may turn off his/her phone (the SIM is not permitted to be removed from a confiscated device)
- The device is handed to the teacher
- The device is enveloped with the name of student the date/time and the staff member's name clearly recorded on the envelope
- The device is handed into reception and stored securely for collection
- Teachers record this event on E-portal
- A Parent/Guardian is required to come to the school to recover the mobile device from reception and sign for the collection of the device.
- Reception will operate the process of collection on Friday between 11 am and 2 pm only.

POSSIBLE POLICY EXTENSION

AUTHORISED SCHOOL BUSINESS (e.g. games, field trips, etc.):

(a) Photographs cannot be taken, nor can recordings (audio or visual) be made, of a member of the school community without his/her expressed permission. Using phones or any other recording devices to record a person without appropriate authorisation, will be considered a serious breach of the School's Code of Behaviour.

(b) Students will observe positive 'netiquette' (i.e. etiquette on the Internet) in their representation of and comments on members of the school community and about the school itself (refer to the AUP)

(c) Students will not upload, download, send or forward any material on the Internet that is obscene, defamatory or intended to annoy or harass a member of the school community.

(d) No photographs of, or recordings (audio or visual) of, or comments about a member of the school community can be uploaded to the Internet without his/her expressed permission and the permission of the school Principal/Deputy Principal.

(e) Instances where the Internet is used to insult, offend, slander, defame, harass or bully a member of the school community by another member of the school community is a serious offence and will be treated accordingly. Any student who uses the Internet as a vehicle to insult, offend, harass or bully another student or staff member will be deemed to have committed a serious breach of the School's Code of Behaviour and the school will have recourse to the range of sanctions available. The school may consider it appropriate to involve the Gardaí in such instances.

Serious breaches of the School's Code of Behaviour will be dealt with by the appropriate Year Head, and/or the Deputy Principal/Principal and may be reported to the Board of Management. It is intended a copy of this Policy will be in the Student Journal. Parents/Guardians and students will be asked to read and sign each year

Appendix A

For Inclusion in The Student Journal 2019-2020

MOBILE DEVICE POLICY

This policy in relation to mobile phones is to ensure:

1. That the teaching and learning activities are not impeded by mobile devices and incidents involving mobile devices
2. That students are not late for class
3. That students are concentrating exclusively in class on active learning
4. That text/video bullying and intimidation is prevented.
5. That individual privacy and personal safety are not undermined in the school community
6. That learning activities involving mobile devices are pre-arranged, managed and supervised by class teachers.

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Students are not permitted to access or use mobile devices at any time during the school day. Failure to comply with this policy will result in the confiscation of the device.

Students are not permitted to carry their mobile devices in uniform pockets (trouser or shirt).

The School does not permit the streaming of music through mobile devices at any time in the school day.

Ear-phones / ear-buds /speakers are not to be used nor are they to be visible during the school day

Parents wishing to contact their son/daughter are required to do so by making contact with the school office on 01- 6287258. Parents will be contacted as required through the school office.

Confiscated mobile devices will be held securely on site and parents will be required to come to the school and sign for the return of a mobile phone. This return service will be available from 11am to 2 pm on Friday only.

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