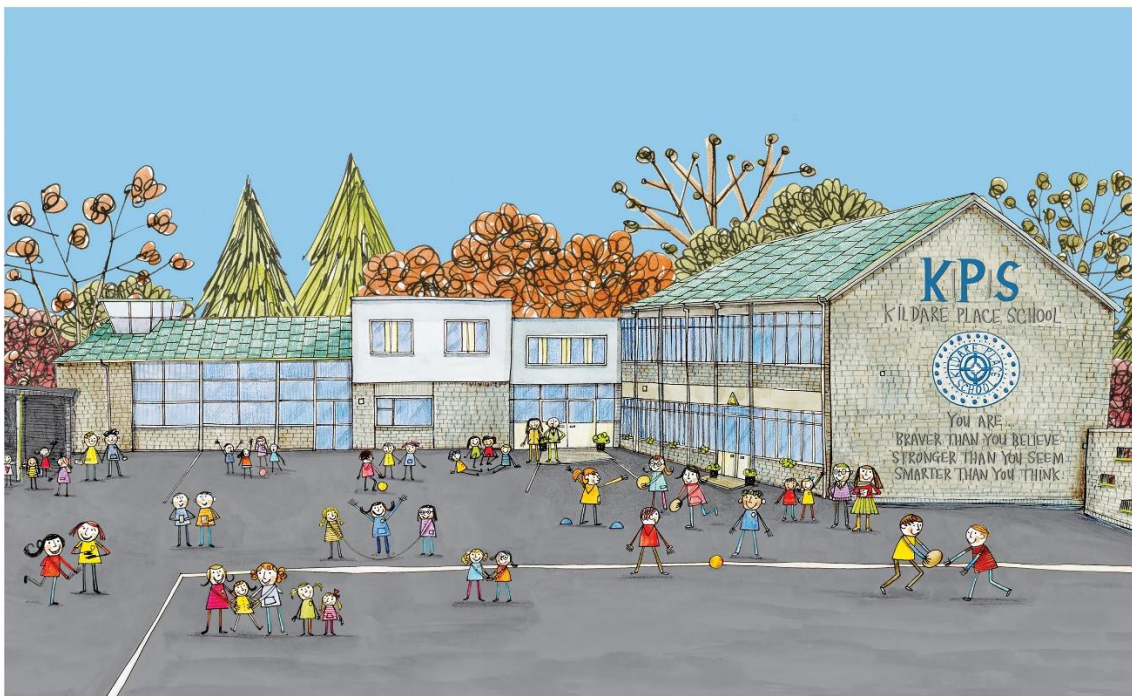




MOBILE PHONE AND ELECTRONIC DEVICES POLICY

KILDARE PLACE SCHOOL



Kildare Place School by Heather McKay

JUNE 21, 2021

Contents

| | |
|-----------------------------------|---|
| Introduction..... | 2 |
| Aims..... | 2 |
| Mobile Phone Use by Children..... | 2 |
| Mobile Phone Use by Staff..... | 3 |
| Roles and Responsibilities | 3 |

Introduction

As time progresses, the use of electronic devices as an educational tool is ever increasing. These include, but are not limited to laptops, tablets and PC's etc. As these devices are internet enabled we must be aware of and prepared for the challenges associated with their use in school. Guidelines for the use of such internet enabled devices can be found in our Social Media policy. This policy focuses on the use of mobile phones within the school community.

Teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore, the school strongly discourages the bringing of mobile phones to school by students.

Use of mobile phones (particularly with the advent of increasingly sophisticated equipment and camera phones) presents a number of problems, including:

- Mobile phones can be valuable items and can easily be lost/stolen
- The school firewall cannot restrict unsuitable/inappropriate content accesses on a private network.
- Even when switched to silent, the use of devices has the potential to cause disruption to learning and undermine classroom discipline.
- Use of phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images
- They can be very intrusive, distracting and antisocial in a school environment.
- Secret on line presence/parents
- Overall, they are a potential and real source of bullying and abuse through texting/chat/use of social media and the dissemination of unacceptable and inappropriate images.

Aims

- To inform all members of our school community about the appropriate use of mobile phones at our school. To outline the procedures and processes of this policy.
- To lessen intrusions on and distractions to children's learning.

The following are the guidelines for mobile phone / electronic device usage in the school:

Mobile Phone Use by Children

- Whilst not deemed necessary, pupils may, if essential, bring a mobile phone to school in their schoolbag. The phone must remain turned off. Children are not allowed the use of mobile phones during school hours. The school holds no responsibility for phones lost or stolen on school grounds or on external school visits.
- In cases where pupils need to contact a parent during school hours, this may be done in the school office with the consent of their teacher or another member of staff. Likewise should a parent wish to contact a pupil, this should also be done through the school office. Pupils may not use a device within the school grounds at any time without prior permission being sought from a staff member.

- Personal electronic gadgets, tablets, i-pods, i-pads, kindles or consoles are not allowed in school, either during school hours or on school tours without prior consent.
- Where a pupil uses a mobile phone or an electronic game during this school day, this device will be taken from them, turned off and returned at the end of the day. A parent may be asked to collect the phone/device if deemed necessary. Apply to other document Ian
- Pupils are strictly prohibited from taking photos/videos without permission whilst in school. If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a major incident and disciplinary action will be taken according to the school's Code of Behaviour.

Mobile Phone Use by Staff

- The use of mobile phones by staff for personal use whilst in school, should be kept to a minimum.
- Teachers on school outings or trips may use a mobile phone to contact the school.
- Staff are reminded that in line with best practice, to refrain from using their personal mobile phones to contact parents. For privacy & personal safety, it is recommended teachers should use the school landline, or if personal phone must be used, the personal phone number should be withheld through the phone settings.
- In some situations, staff may need to use their phones to share photos with parents through class platforms such as Class Dojo/Seesaw. Once these photos have been uploaded, staff are advised to delete them from their personal storage on their phones. Staff will only publish photos of pupils in line with published best practice guidelines, and authorised permissions from parents .

Roles and Responsibilities

All staff, parents and pupils share in the co-ordination and implementation of this policy. We would also encourage parents to take an active role in monitoring their child's online activity on internet enabled devices.

All staff, parents & pupils have a responsibility for appropriately using electronic gadgets & phones. Please read our Acceptable Use Policy and our Social Media policy in relation to this.

Implementation

This policy has been in place since 2013 and was reviewed in June 2021. It will continue to be reviewed on a regular basis or as is deemed appropriate.

Ratification:

Date:_____

Chairperson

On Behalf of the Board of Management