



St. Louise de Marillac Primary School, Drumfinn Rd., Ballyfermot, Dublin 10

Mobile Phone Policy for Pupils

The Board of Management of St. Louise's Primary School recognises that it may be necessary for some children to bring their mobile phone to school. In this instance, the following policy will apply:

- The mobile phone must be kept out of sight in the child's school bag during the school day;
- The phone must be turned off at all times during the school day;
- Children are not allowed to take or make calls or text messages or take any photos/recordings on their mobile phones on the school premises. This means phones must not be used until the child is outside the school gates;
- Pupils who ignore this policy and use a mobile phone on the premises will be required to hand the phone to a staff member without argument or delay;
- Confiscated phones will be returned only to the owner's parent/ guardian;
- Parents/ guardians can collect the phone from the school/principal's office;
- The school accepts no responsibility for replacing phones that may be lost, stolen or damaged while they are in school. Pupils are advised not to bring valuable items into school unless a parent/guardian has deemed this absolutely necessary;
- It should be noted that it is a criminal offence to use a phone to menace, harass, cyberbully or offend another person.

Please note that the above procedures apply for all school days including days in school after sacraments (First Communion and Confirmation) and for school tours.

Phone Calls

Children who need to contact parents/ guardians by phone must first get permission from the class teacher or principal. All phone calls will be made by a member of the school staff from the phone in the school office. Similarly, any parent/guardian wishing to contact a child during the school day should do so through the school office.

The school community of St. Louise de Marillac Primary School has an agreed systematic cycle of review of policies whereby new policies are reviewed after one year and subsequently every three years.

In line with the above, this policy will be reviewed in the academic year 2019-2020 and subsequently every three years, unless changes are required by legislation or other needs arise before then.

The policy was reviewed and ratified by the Board of Management on 15th November 2016.

Signed by: *Dr Claire McKiernan*

Date: 15/11/2016

(Chairperson, Board of Management)