

STUDENT MOBILE PHONE POLICY

This policy exists for the safety and protection of all members of the school community. It is part of the school's Code of Behaviour and is directly related to the school's Anti-Bullying policy, the Child Safeguarding Statement, the Acceptable Use Policy and teaching and learning.

While Loreto College Swords accepts that it is a student's right to have a mobile phone, the following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

1. In order to assist the school in implementing this policy, **parents/guardians must not contact students by mobile at any time during the school day**. Contact with the school may be made through the office at 01-8407025 and students are directed to use the school telephone if needed.
2. Loreto College Swords is a **mobile free zone** except in the following circumstances:
 - Students may use mobile phones for educational purposes **under teacher supervision**
 - Students may use mobile phones during break times.

Students are not permitted to use mobile phones to take photographs or video on school property **at any time**.

3. **Sanctions:** Where a mobile phone is used outside of designated times for any reason, the phone will be confiscated and will be returned upon payment of a fine of €5.

Where a mobile phone is used in breach of an individual's right to privacy, or results in harm to an individual disciplinary action may result. The Board of management reserves the right to suspend or expel a student, where it considers the actions to warrant such actions.

Failure to hand over a mobile phone when requested will result in a suspension.

4. A student may inform her parents by phone from the office when her phone is confiscated.
5. No photographs or recordings (video or audio) may be taken with mobile phones. Using phones in such a way can seriously infringe on people's rights. An exception to the aforementioned point is made in relation to evening school activities **only where express permission is granted**. On these occasions students are allowed to take suitable photos and recordings, however they should be mindful of posting comments on social media that may breach a person's right to privacy or results in harm to an individual.
6. The school reserves the right to view the contents of the confiscated mobile phone, in the presence of the pupil, to ensure it contains no images or information that might compromise any member of the school community. Any photographs or recordings taken in the school building, on the school grounds or during any school activity, in or outside the school may be removed before the phone is returned.
7. Students participating in school related activities (e.g. study, extra-curricular activities, school trips, tours and all school events) must abide by the mobile phone rules governing these activities.
8. Incidents where students use mobile phones to bully other students will be treated as serious breaches of discipline. It should be noted that it is a criminal offence to use a mobile

phone to menace, harass or offend another person. As such, the school will consider it appropriate to involve the Gardaí in such incidents.

9. The school accepts no responsibility for loss, theft or damage to mobile phones on the premises. The safety and security of mobile phones is wholly a matter for students/parents.
10. It is strongly advised that students use passwords to ensure that unauthorised phone call or texts cannot be made on their phones.

May 2018