

Carrigeen NS

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‘Promoting full personal, moral and social development in caring Christian communities of learning and teaching.’



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Mobile Phone & Phone Usage Policy

Mindful of the duties and responsibilities assigned to staff in working with children, it is vital that staff be engaged with children at all working times.

Introduction

This policy was drawn up in response to technological advances, which have seen a significant increase in mobile phone/smart phone devices amongst the school population over recent years. This policy has been formulated in line with our Child Safeguarding Risk Assessment and Child Safeguarding Statement.

Rationale

We accept that mobile phones can be intrusive and distracting in a class and school situation if used inappropriately. In addition, they are a potential and real source of bullying and abuse through texting and the dissemination of unacceptable and inappropriate images. Accordingly the following procedures have been put in place to ensure minimal and safe usage of mobile phones in our school.

Mobile Phone Use by Children

- Children are not permitted to bring mobile phones onto the premises. This also includes any activity which is approved by the Board of Management. E.g. Easter Camp/Summer Camp/Coding.
- The school secretary and class teachers may use the school phone to contact parents where necessary and consequently children are not permitted to bring mobile phones to school at any time.
- If the school phone is not accessible (for example- Tours/matches), teachers may use their own phone to contact the principal or the parent directly. Alternatively, the teacher can access the pupil's contact details using the school's secure online portal 'Aladdin'.
- Liability for any damage, loss or theft to a phone under any circumstances is not the responsibility of the staff or Board of Management. Any mobile phone found in school, even where turned off, will be confiscated and returned only when a Parent or Guardian collects it. Any serious breach of this policy will be dealt with in accordance with the school's Code of Behaviour.

Mobile Phone Use and Phone Usage by Staff

Chairperson, BOM- Mr. Eamon Delahunty
Principal-Sinead Murphy
Deputy Principal-Gemma Dowling



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- Calls to parents/guardians should be kept as short as possible and will not be made during class time unless urgent. Where a lengthy conversation with parents/guardians is required, appointments should be made to meet parents.
- Calls to other professionals, organisations and parents should be made in consultation with the Principal and classroom supervision will be arranged where appropriate
- Teachers may use their mobile phones for the camera function in photographing children’s work or significant school events/activities.
- Staff have access to the school landline if urgent calls need to be made to parents
- Classroom supervision is usually organised if a class teacher must contact other professionals or outside agencies in relation to a child in the school.
- Staff are not permitted to make or receive personal calls/texts during *teaching hours* on their own personal phones. Phones should be on silent and not in use during teaching time.
- However, it is accepted that teachers need to be contactable by family at all times, in case of emergencies or family illness and consequently phones may be put on silent during class times.
- *In the case of an emergency* a teacher may make a call on his / her personal phone.
- During break time, staff are permitted to text, call or receive calls if necessary. Staff on yard supervision shall organise a yard swap if a call needs to be made during break time.
- Also, teachers organising particular events such as Cumann na mBunscoil matches may make and receive calls on their own phones/school phone *during breaktimes*.
- In exceptional circumstances, for example if a cancellation is required due to inclement weather, teachers may make a call to inform all relevant parties.
- In general, the majority of school business must be carried out by the school secretary, upon request to the secretary’s office.
- The principal uses the school mobile to communicate messages, emails and take/make calls relating to school business and matters when absolutely necessary during the school day. He/She will always endeavour to ensure that this does not happen during teaching of a class except if the situation requires immediate and/or urgent attention.

This policy is reviewed and amended where necessary.

This policy was ratified by the Board of Management on _____.

Signed: _____ Chairperson of Board of Management

Signed: _____ Principal/Secretary of Board of Management

Chairperson, BOM- Mr. Eamon Delahunty
Principal-Sinead Murphy
Deputy Principal-Gemma Dowling

