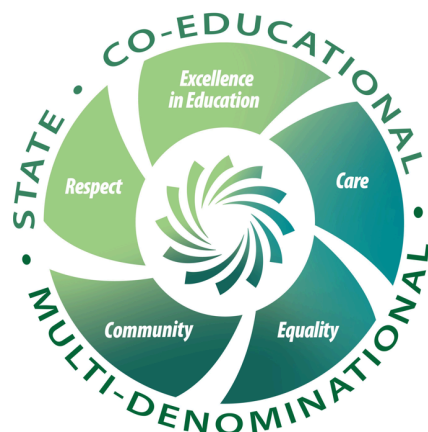


Mobile Phones, Recording Devices and Internet Policy



Moville Community College Post-Primary School

ETB schools are state, co-educational, multi-denominational schools underpinned by the core values of:

- Excellence in Education
 - Care
 - Equality
- Community
 - Respect

Mission Statement

Moville Community College is a school where everybody is encouraged and expected to be the best that they can be.

Vision

Moville Community College is a second-level school under the management of Donegal Education and Training Board. We provide a broad curriculum and a high-quality education to learners in our community. We promote academic success and always recognise our students' achievements. Our staff, supported by parents, enable the students to develop the skills and attitudes necessary to become responsible young adults who contribute positively to society. We value mutual respect, tolerance and positive relationships. We celebrate diversity, and we seek to foster a sense of belonging. We include all students in our school, and we aim to create a safe and supportive learning environment for all.

Mobile Phones, Recording Devices and Internet Policy

Moville Community College acknowledges that many students possess mobile phones and recognises the role of technology in modern life. However, the possession and use of such devices on school premises is a privilege, not a right, and must not interfere with teaching, learning, or student welfare.

Purpose

There are significant and growing risks to the college community arising from the misuse and abuse of Personal Electronic Devices (PEDs) and social media. Moville Community College is committed to protecting the personal dignity, safety, and right to privacy of all its members. To this end, the college will take a firm and proactive stance to prevent the negative impact of PEDs during school hours.

In addition, mobile phones have been widely identified by both staff, parents and students as a major source of distraction from teaching and learning. Their presence in classrooms and social areas disrupts focus, reduces academic engagement, and negatively affects student well-being.

This policy aims to support a safe, respectful, and distraction-free school environment, where all students can thrive both academically and socially

Aims

- Reduce Distractions To Teaching and Learning
- Improve Academic Focus and Performance
- Tackle Cyberbullying and Misuse
- Support Positive School Culture
- Encourage Healthier Social Interaction

Rule

The use of mobile phones and the visibility of personal electronic devices PEDs is **prohibited** in school. All mobile phones are to be **switched off and out of sight** on the Moville Community College campus during school hours. This includes the period of time the student is on the college campus before the commencement of first class, during breaks, lunchtime and after the last class of the day.

If a device is brought to school, it should be switched off and **stored in a student's bag or secured in a student's locker.**

“Switched off” is defined as fully powered down, with no capability to receive notifications, messages, or calls during the school day.

Students are not permitted to carry their mobile devices in their pockets throughout the day. Earphones/earbuds/speakers are not to be used, nor are they to be visible during the school day. The school does not permit the streaming of music through mobile devices at any time.

While off the school campus, both on curricular and extracurricular activities, mobile phones must be switched off. However, if it is necessary for the student to contact his/her parents/guardians, then permission to turn on a mobile phone must be sought from the supervising teacher. The mobile phone must be turned off again at the conclusion of the conversation. The supervising teacher will ensure that this has happened.

In specific situations, such as school trips where students may have periods of unsupervised time, and if deemed appropriate, students may receive explicit instruction from the trip leader to keep their phones turned on for the purpose of maintaining contact via a designated school number. Guidance on this will be provided in advance by the organising teacher

Moville Community College accepts no liability in relation to devices brought to school. The school accepts no responsibility for damage to or loss of a mobile phone that has been confiscated.

Parents/Guardians wishing to contact a student are required to do so by making contact with the school office on (074) 938 5988. If a student has an urgent need to contact a parent/guardian during the school day, they must do so via the school office.

Taking photos/videos/audio recordings of someone without their knowledge and consent will be treated as a serious disciplinary matter. Any attempt to take photos/videos or recordings of staff/students without their permission will be treated as a serious infringement of the school's Code of Behaviour and will be dealt with by management.

Moville Community College is grateful for the ongoing support of our parents/guardians in our efforts to maintain and foster the positive use of technology in a caring and safe learning Environment.

Exceptions may be granted in specific cases (e.g. medical or educational needs), subject to prior written approval from school management.

Sanctions

- Students found to be in breach of this mobile phone rule will have their PED, including SIM card, confiscated.
- The student should ensure that his/her phone is powered off before surrendering the phone to the class teacher, Year Head, Deputy Principal or Principal.
- A note will be added to VSware.
- An after-school detention will be assigned to the student.
- The PED (including SIM card) will be put in an envelope with: Student's name, teacher's name and date the PED was confiscated. It will be stored in the College office.

- The device must be collected by the student's parent or guardian at the end of the school day. Where a parent/guardian is unavailable, a nominated adult, as authorised in writing by the parent/guardian and agreed upon by school management, may collect the device.
- In the event that a parent/guardian is unavailable to collect a student's phone, it will be kept in the school office until the following day, at which time the parent/guardian can collect it during school office hours. In the case of a Friday, it will be returned to the parent/guardian on the following Monday.
- A student who refuses to surrender his/her mobile phone will be considered to have committed a serious breach of the Code of Behaviour. The student will be removed from class and referred to senior management. Continued refusal may result in suspension under the school's Code of Behaviour.

Misuse of mobile phones, social media or the internet

An incident where mobile phones, social media or the internet are used to insult, offend, Slander, defame, harass or bully a member of the school community is regarded as a serious breach of Merville Community College's Code of Behaviour.

It should be noted that it is an offence to use mobile phones, social media or the internet to harass or offend another person. The school may consider it appropriate to involve the Garda Síochána in such incidents.

The Principal or Deputy Principal may invoke Merville Community College's Code of Behaviour and impose sanctions up to and including suspension and confiscation of the electronic device while investigating such an incident.

Photographs cannot be taken, nor can recordings (audio or visual) be made, of any member of the school community without their expressed permission, and the permission of the Principal or Deputy Principal. 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.

All members of the school community must observe good etiquette on the internet and on social media sites, in their representation of and in comments made about any member of the school community and about the school itself.

Members of the school community will not upload, download, send or forward any material on mobile phones, social media or the internet that is obscene, defamatory or intended to annoy or harass another member of the school community. Where there is reasonable suspicion of serious misuse, the school may request a student to present their device. This request will be made by senior management. This will be handled respectfully and with due regard for privacy. Devices will not be searched without student cooperation or parental consent, unless required by law enforcement.

The use of mobile phones in State Examinations or in-school examinations is prohibited. Candidates using mobile phones as calculators, etc., are liable to have their examinations cancelled and can possibly be barred from all public examinations in this state.