



## **LORETO SECONDARY SCHOOL BRAY** **MOBILE PHONE / ELECTRONIC EQUIPMENT POLICY**

### **Rationale:**

In formulating this Mobile Phone/Electronic Equipment Policy the Board of Loreto Secondary School, Bray, aims (i) to provide students with reasonable communication facilities appropriate to a modern school environment, (ii) to provide students with an environment free from distractions and conducive to effective learning and teaching and (iii) to secure an environment within our school where all members of the school community are protected from abuse/misuse of mobile phones, camera phones, text messages, digital cameras etc.

The Board of Management of Loreto Secondary School, Bray, recognises that all members of the school community have the right to come to our school free from bullying in any form and acknowledges that societal changes have resulted in mobile phones becoming a routine and convenient means of communication between student and home.

This policy is to be read in conjunction with the school's Code of Behaviour and Discipline, the Anti-bullying Behaviour Policy, the I.T and Internet Acceptable Usage Policy and other related school policies.

### **School Telephone Facility:**

- Urgent messages from **parent to student** should be transmitted through the school office.
- Urgent messages from **student to parent** may be transmitted through the school office. e.g. if a student is ill, an important assignment left at home etc.

### **Permitted Mobile Phone Use:**

Should it be absolutely necessary for a student to have a mobile phone for use when coming to school and returning home from school:

- Students are permitted to use mobile phones at the following times only:
  - (i) before morning roll call (before 8.45am),
  - (ii) during lunch break (1.10 – 2.00pm) and
  - (iii) at the end of the school day.

- To facilitate uninterrupted learning and teaching mobile phones must remain **switched off and out of use** (unheard and unseen) during the following school hours:

#### **Monday, Tuesday and Thursday**

- 8:45am – 1:10 pm,
- 2:00pm – 4:00pm
- 4:10pm – 6:10pm for those students participating in supervised study.

#### **Wednesday**

- 8:45am – 1:10 pm,

#### **Friday**

- 8:45am – 1:10 pm,
- 2:00pm – 3:20pm
- 3:30pm – 5:30pm for those students participating in supervised study

#### **Detention**

- Mobile phones must be switched off and out of use (unseen and unheard) during detention.
- Students participating in school related activities (e.g. Extra-curricular Activities, School trips, Tours etc.) must abide by the rules governing these activities.

#### **Sanctions:**

Any breach of the school mobile phone policy on phone usage will result in enforcement of the school Code of Behaviour and Discipline.

- A breach of the mobile phone rules may result in automatic confiscation by the teacher / supervisor of that phone (including SIM card) until the end of the next school day. The student may be assigned a two hour period of detention. The parent/guardian may retrieve the confiscated phone from the school Principal, Deputy Principal or staff member designated by the Principal.. Subject to availability, in exceptional circumstances where parents/guardians need to maintain phone contact, the student will be offered the use of a school owned mobile phone overnight for the purpose of communication with parents/guardians only. The student will reimburse the school for the cost of any calls made using the school mobile phone. The student is responsible for loss of or damage to the school mobile phone.
- The school reserves the right to view the contents of the confiscated mobile phone, in the presence of the pupil, to ensure that it contains no images or information which might compromise any member of the school community. Any photographs taken in the school building, on school grounds or during any school activity, in or outside the school may be removed before the phone is returned.

- The Board of Management of Loreto Secondary School, Bray, recognises that all members of the school community have the right to come to our school free from bullying in any form. For this reason bullying or harassment in any form (including sexual harassment) involving mobile phones will be severely dealt with by the school authorities and may warrant suspension from school and/or report to the Gardaí (please refer to the school's 'Anti-bullying Behaviour Policy' and 'I.T. and Internet Acceptable Usage Policy')
- It is the responsibility of any student who brings a mobile phone onto school premises to adhere to the guidelines outlined in the Loreto Bray Code of Behaviour & Discipline and other related policies.
- The school does not accept any responsibility for loss or theft of, or damage to, mobile phones.

### **I-PODS/MP3 Players/iPhones/iPads**

- The school strongly recommends that students **do not** bring I-pods/MP3 players/iPhones or iPads to school.
- The school does not accept any responsibility for loss, theft, or damage to I-pods/MP3 players/iPhones or iPads.

To facilitate uninterrupted learning and teaching I-pods/MP3 players/iPhones/iPads must remain **switched off** (unheard and unseen) during the following school hours:

#### **Monday, Tuesday and Thursday**

- 8:45am – 1:10 pm,
- 2:00pm – 4:00pm
- 4:10pm – 6:10 pm for those students participating in supervised study.

#### **Wednesday**

- 8:45am – 1:10 pm,

#### **Friday**

- 8:45am – 1:10 pm,
- 2:00pm – 3:20pm
- 3:30pm – 5:30pm for those students participating in supervised study

#### **Detention**

- I-pods/MP3 players/iPhones/iPads must be switched off (unseen and unheard) during detention.
- Students participating in school related activities (e.g. Extra-curricular Activities, School trips, Tours etc.) must abide by the rules governing these activities.

**Sanctions:**

Any breach of the school I-PODS/MP3 player policy will result in enforcement of the school Code of Behaviour and Discipline.

- A breach of the school I-PODS/MP3 player/iPhones/iPads rule may result in automatic confiscation of that I-PODS/MP3 player/iPhone/iPad. The student may be assigned a two hour period of detention. The parent/guardian may retrieve the confiscated I-PODS/MP3 player/iPhone/iPad from the school Principal, Deputy Principal or designated staff member at the end of the next school day.
- Sanctions for a repeat of any I-PODS/MP3 player/iPhones/iPads offence may include confiscation of the I-POD/MP3 player/iPhone/iPad for a period of time up to one month in duration.

**The school reserves the right to view the content of the confiscated I-POD/MP3 Player/iPhone/iPad in the presence of the pupil, to ensure that it contains no images or information which might compromise any member of the school community. Any photographs taken in the school building, on school grounds or during any school activity, in or outside the school may be removed before the I-POD/MP3 Player/iPhone/iPad is returned.**

**Digital Cameras:**

- The use of a Digital Camera is strictly forbidden while on school premises unless permitted by the teacher for the purposes of learning and teaching.
- Students participating in school related activities (e.g. Extra-curricular Activities, School trips, Tours etc.) must abide by the school's Code of Behaviour and Tours Policy.

**Sanctions:**

Any breach of the school digital camera policy will result in enforcement of the school Code of Behaviour and Discipline, for example the student who is in breach of the Policy may be assigned a two hour period of detention. For more serious breaches of the Policy other sanctions may be imposed e.g. suspension.

A breach of the school digital camera policy may result in automatic confiscation of that digital camera. The parent/guardian may retrieve the confiscated digital camera from the school Principal, the Deputy Principal or designated staff member at the end of the next school day.

**The school reserves the right to view the content of the confiscated digital camera, in the presence of the pupil, to ensure that it contains no images or information which might compromise any member of the school community. Any photographs taken in the school building, on school grounds or during any school activity, in or outside the school may be removed before the digital camera is returned.**

**Other Electronic Equipment:**

Students are not permitted to bring hand-held electronic games or other electronic equipment to school without prior permission from the Principal or Deputy Principal.

**Review of Policy**

This policy will be reviewed when deemed appropriate by the Board of Management and not later than two years from the date of its ratification by the Board of Management.

**Appendix 1: Mobile Phone - Definition:****What is a mobile phone?**

A mobile phone is a hand held device that allows messages (text, voice and multimedia) to be sent to another phone, group of phones or computer(s). The vast majority of mobile phones have the capacity to also store information, download apps, play games and use calculators. Many phones have the ability to send and receive email and to access the internet.

In general, mobile phones consist of a number of intricate components, such as a SIM (Subscriber Identification Module) card, circuit board, display screen, camera, keyboard, microphone, speaker battery and antenna.

Sophisticated networks and protocols facilitate the communication of voice, text and multimedia data between mobile phones. Such networks are continually developing and increasing in range and complexity. Examples of these are as follows:

- (2G) Second Generation – Global System for Mobile Communication (GSM) is an example of a digital network which allows for data to be sent and received.
- Wireless Access Protocol (WAP) – This is a protocol for enabling wireless access to the internet. WAP phones have the capacity to browse specifically written web pages on the internet.
- (2.5G) General Packet Radio Service (GPRS) – this technology allows faster data transmission and internet access rates as it is “always on”, unlike WAP which uses a dial-up connection.
- Bluetooth – this enables wireless communication and data transfer between different types of hardware devices, for example, pc’s, pda’s etc.
- (3G) third generation – these systems are being implemented worldwide and will allow much faster connection speeds. They combine communication with data transmission and promise a wide range of advanced multimedia services to mobile users. They are similar in nature to the GPRS system in that they provide an “always on” access to services such as video calling, which allow calling parties to see each other and video streaming, which allows visitors to view video clips. In addition to mobile phone use a 3G data card connected to a laptop will provide mobile internet access.