

Students are, in general, discouraged from bringing their mobile phones to school. The emphasis is on the wellbeing of the student, socialisation with peers and face-to-face contact with friends. This is a very important part of school life in Loreto Secondary School, Bray.

Students are not allowed to use their mobile phones in class, between classes or during Study or Detention. Students may use their phones only at the following times on a normal school day:

- Before the bell rings for first class at 8.45am (Phones should be switched off at 8.45am)
- Phones should remain off between 8.45am and 11.25am.
- If phones are switched on and in use during morning break (11.25am – 11.40am), then phones should be switched off again at 11.40am.
- Phones should remain off between 11.40am and 1.00pm
- If phones are switched on and in use during lunch time (1.00pm – 1.45am), then phones should be switched off again at 1.45pm.
- Phones should remain off and not in use between 1.45pm and 3.45pm.

In the case of other school activities, outside of normal class time, students will be advised of arrangements regarding the use of mobile phones.

It might be the case that in some subject classes/school activities, the teacher may have an agreement/contract with that class for the educational use of mobile phones in that class. This arrangement applies solely to that teacher with that class in that subject. The teacher will discuss this with the class and ensure that everyone is clear about the special arrangement and that phones are switched off again before the end of that class.

If parents need to contact their daughter by phone call/text/social media they are respectfully asked to note the above times when students' phones should be switched off. In the case of an emergency, parents are reminded that they can ring the school (01 2867481) and a message will be given to their daughter.

If a student feels sick during the school day, the student is asked to report to the general office where they will be looked after and a phone call made to a parent/guardian if necessary. Students should not ring parents first and ask parents to ring the school. Students are further reminded that they are not permitted to use their phones at non-designated times.

No student is allowed to use a phone (or any photographic device) to take a photograph/video in the school or at any school event without the express permission of a member of staff. The use of a mobile phone to take photographs will hence be in very limited circumstances, if any. Students are not permitted to upload to the internet or transfer by text or social media images of other members of the school community without

their permission or in the case of a student – without the permission of the parents of that student.

In light of the above, students should note that the use of a phone during any of the above non-permitted times/occasions may mean that the phone will be confiscated by a member of staff and not be returned until the following day when collected by a parent/guardian.

Parents will be contacted by the school to inform them of the mobile phone confiscation.

Confiscation of a mobile phone

If a student is in breach of the school's mobile phone policy and a member of staff must confiscate the phone, the following procedures will apply:

- The teacher will ask the student to turn off the phone
- The student will hand over the phone (in its entirety i.e. SIM included) to the teacher
- The teacher will note in the student's journal that the phone has been confiscated
- The teacher will hand in the phone to the General Office where the phone will be placed in an envelope and placed in the Safe.
- A member of the office staff **will contact the parent/guardian** to advise them that the phone has been confiscated and when it can be collected.

Refusal to co-operate with the mobile phone policy is a serious offence and will be dealt with as a serious misbehaviour within the code of behaviour.

Collection of the mobile phone

The parent/guardian will be asked to collect the mobile phone from the General Office at the end of the next school day and sign the Collection Book. If the parent/guardian can't come at that time, they may sign the collection book before the due time for collection but the phone will only be returned at the due time.

A student using a phone to take photographs in contravention of the school's mobile phone policy:

If a teacher witnesses a student using a phone to take photographs in contravention of the school's mobile phone policy, the teacher will ask the student for the phone. The teacher will then bring the phone and escort the student to one of the Deputy Principals or in their absence, to the Principal. The Deputy Principals/Principal will then deal with the matter.