



Salesian Secondary College Pallaskenry, Co. Limerick.

Mobile Device Policy

1. Rationale.

Personal electronic devices have become a powerful source of communication and learning. While restrictions to their use must apply in a variety of circumstances – meetings, classrooms, etc.- in Salesian Secondary College we recognise that such devices can enhance learning and can be used to powerful positive effect.

Teachers may encourage the appropriate use of mobile devices in pursuit of learning, in classrooms and other learning settings within the school. The school aims to educate pupils in the responsible use of technology.

However, mobile devices do present a number of issues:

- They are valuable items that are at risk of being stolen
- Their misuse or overuse leave users at risk of bullying or inappropriate contacts
- They can isolate or distract the user
- They can disrupt the learning environment for other students and teachers
- Recording functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images or sound.

2. Mission Statement.

We state our Mission as follows:

“Salesian Secondary College is a voluntary, catholic, secondary school under the trusteeship of the Salesians of Don Bosco. Our school dedicates itself to educational excellence taking into account the uniqueness and complexity of each individual pupil. We strive to create an atmosphere where pupils are happy and thrive in an environment imbued with St. John Bosco’s three educational principles of Reason, Religion and Loving Kindness.”

To achieve this mission, we as a school aim to provide ample opportunities to the students

- We strive for academic excellence and skill, according to the abilities of each individual
- We strive to enable our students to develop “wholistically”, in a balanced way, i.e. physically, spiritually, morally, artistically, mentally and emotionally
- We strive, as a Catholic school, to be faithful in passing on Gospel values
- We strive to nurture mutual respect and concern for others, irrespective of ethnicity, colour, gender, sexual orientation, social status or creed.

3. Scope and Definitions.

3.1.Scope

This policy refers to all students of Salesian Secondary College. This also refers to students on exchange programmes and visiting students.

The policy applies at all times during the school day, from 8am (when school opens) until 6.15 pm (when school closes on a normal school day, including during lunch time. The policy also applies to students engaging in extracurricular activities or who are on school business or school run events, which take place outside of normal school hours. (e.g. study, retreats, matches, tours etc.) This policy applies on the school bus to and from school and school events, on or offsite. This policy also applies to behaviour during break times, on or off site, and to any period of time spent on the school premises.

The policy may also apply to the behaviour of students outside of the hours mentioned above, if the behaviour impacts on the good reputation of the school, the school environment, the welfare of a staff member or on a situation which has already been managed at school level.

This policy takes effect from the date of ratification.

3.2. Definitions

“The school community.”

The school community is defined as students, teachers, SNAs, parents and guardians, management, secretarial, caretaking and other support staff. It also includes any visitors to the school.

“Parent (s) / Guardian (s)”

While appropriate efforts are made to include all interested parties, the school corresponds in the first instance with the first-contact parent / guardian, according to the directions given by the family on enrolment.

“Device”

The terms “mobile” / “personal” / “electronic” and “device” in this policy denote mobile phones (smart), laptops, chromebooks, voice recorder, smart watch, wearable device, iPods, iPads, tablets, MP3, MP4 players, digital camera and any other portable electronic device. New technologies are being developed daily, which may also be comprehended by this policy in time.

“Secure location”

Typically, this is the Main Office or office of a member of the Senior Management Team, as these offices are supervised and lockable.

4. Objectives of this Policy.

The school strives to provide a safe place for every person involved in the school community.

This policy exists in order to provide parameters around the use of mobile phones and devices, so that they can and be used in a positive and controlled manner within our school community, for the safety and security of all.

The policy exists, so as to provide for a safe and efficient channel of communication with students.

5. Education about the appropriate use of internet and mobile technology.

Safe use of technology is a theme covered in a variety of ways in the school curriculum:

- Through Computer, SPHE and CSPE classes in the Junior Cycle
- Through E-Learning, Media, SPHE and extra-curricular modules in TY
- Through SPHE in the Senior Cycle
- Through age-appropriate Wellbeing programmes run throughout the secondary school cycle

The school has ratified an Anti-Bullying Policy which stipulates the inappropriate use of internet technology as a potential form of bullying.

This is also reflected in the Student led Anti-Bullying Charter.

The school has ratified a suite of GDPR and Data Protection policy, which seeks to safeguard members of the school community against the inappropriate use of data, which may be accessible through a mobile device.

6. Use and restrictive use of Mobile Devices.

- The mobile device may only be used during specific times during the school day. These times are:
 - Before class commences at 9am.
 - Morning break (11.40 am to 11.55am)
 - Lunch break (1.15 to 1.55)
 - Between the end of the school day and the start of Evening Study
- Incidents where students use a mobile device to send offensive messages or calls will be investigated under the Anti-Bullying Policy by the school. It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person.
- No photographs or recording, of oneself or a third party, either video or audio, may be made on a mobile device on the school premises or when engaged in a school activity without the permission of a member of school management. Using a device in such a way can seriously impinge on people's privacy and rights.
- At all times, the user of a device remains bound by the pertinent GDPR and Data Protection legislation and is responsible for their conduct accordingly.
- If brought to school, a mobile device must be switched off during class times, unless otherwise directed by a teacher. This means that a device must not be used for making calls, sending messages, reading messages, receiving / checking audio or other alerts or to use other functions of the device (eg clock or calculator) during these times, unless instructed otherwise and given express permission to do so at the moment of use. If unsure, a student must ASK for permission from the teacher in charge at that moment.
- Mobile devices / headphones must not be visible outside of the permitted times above. Wearable devices should be disabled, insofar as this is possible.
- Headphones are not permitted in the classroom unless requested by the class teacher for an educational purpose. Parents / Guardians of students with particular sensory challenges, who require headphones for their comfort during the school day, must inform the Principal in writing in advance.

7. Contacting home where necessary.

- Parent (s) / Guardian (s) are requested not to contact their son / daughter directly. This is disruptive and can place the young person in a situation whereby he / she feels obliged to respond.
- The School Code of Behaviour prohibits students from contacting a parent / guardian directly, without the permission of the Principal or Deputy Principals. All contact between the school, parent / guardian and son / daughter should be made via the school office. This is for child protection purposes. A student wishing to contact home needs only to present at the main office or any of the management offices.
- In an emergency, parent (s) / guardian (s) should phone the school office and a message will be taken immediately to the student. This ensures that a student is given appropriate support in dealing with a potentially challenging situation.

- Students who feel unwell must report to the Principal / Deputy Principal offices, who will contact a person named by the parent / guardian as a contact. NB. Students are not permitted to use their mobile phones to make such calls. This allows support and supervision and also avoids students leaving the school grounds without a record being made of their departure.

8. Responses to a breach of this policy.

- Students who use a personal device to arrange collection by a parent / guardian, without the permission of a member of the Senior Management Team, will be given detention.
- Students who are believed to be in possession of inappropriate material, or other material comprehended by this policy, are required to place their device in a secure location, as described below, until a parent / guardian is available to take possession of the device. Where an allegation arises, a student may be requested to assist a member of the Senior Management Team to verify that such material exists or has been removed / deleted from a device.
- If a phone simply ‘goes off’ in class and it is the **first time**, then the phone may be placed in a secure location by the teacher until the end of the school day.
- If this happens a **second time**, it may be placed in a secure location until the end of the *next* school day.
- Students who use their mobile devices while in **transition between classes** will be asked to turn off or put away the device in the first instance. Thereafter, they will be obliged to place the phone in the school’s secure location OR into the care of the student’s parent / guardian immediately, until the end of the school day.
- If a student is using a phone without permission in class or on school grounds, **outside of the allocated time**, for any reason, the phone may be removed and placed in a secure location until the end of the school day.
- Should this happen a second time, the phone may be placed in a secure location until the end of the *next* school day.

Students are advised to turn off the phone prior to its being placed in a secure location. Students are not permitted to remove a SIM card before the device is placed in the secure location. Appropriate arrangements will be made for the student to receive / make necessary communications during the period of secure supervision.

Students who decline to place their device in the secure location will be required to wait at the offices, with the device switched off, until a parent or guardian is available to take possession of the device.

Persistent breaches of this policy will be considered under the College’s ratified Code of Behaviour.

The school accepts no responsibility for loss, theft or damage to mobile devices.

The safety and security of mobile devices is wholly a matter for students / parents / guardians.

Students are strongly advised NOT to bring valuable personal property to school, as the school cannot guarantee its security.

The policy will be reviewed periodically.

AGREEMENT TO UPHOLD THE SALESIAN SECONDARY COLLEGE **MOBILE DEVICE
POLICY:**

I have read and agree to be bound by the Salesian Secondary College **Mobile Device Policy**.

Student Signature: _____

Date: _____

I have read and agree to support the **Mobile Device** Policy.

Parent / Guardian Signature: _____

Tutor's Signature: _____

Ratified: _____

Signed: _____

Signed: _____