

## Coláiste Chill Mhantáin

### Mobile Phone Policy

Coláiste Chill Mhantáin recognises that mobile phones are widely used by students and accepts their many benefits. The management is also conscious of possible dangers and problems that may arise from the use of mobile phones by students attending our school. The following policy aims to maintain a safe environment where the rights and personal dignity of all members of the school community are respected and preserved.

#### School Policy:

- We advise students not to bring mobile phones into school and the school accepts no responsibility should they be lost/stolen during school activities.
- Where a student chooses to bring in a mobile phone it must be switched off and kept off throughout the entire school day.
- Phones are not to be visible or heard during the course of the day; this includes break and lunchtime.
- Where students need to contact home, or parents need to contact their son/daughter the communication should be through the school office.
- Where students choose to use mobile phones during the school day it will be confiscated once the student is identified.
- The use of a camera phone in school may result in immediate suspension.
- Incidents where students choose to send offensive messages or use the mobile as a tool for bullying will be dealt with under the Behaviour Policy.

In the event that the above procedure is not adhered to the following steps are to be followed.

#### Step 1:

Identify the student using the phone.

#### Step 2:

Request and confiscate the phone from the student

#### Step 3:

Place the phone in an envelope and record the student's name, class and date of confiscation on the envelope. The name of the teacher who confiscated the phone should also be placed on the envelope.

#### Step 4

The phone should then be delivered, in person, to Principal/Deputy Principal.

#### Step 5:

After one calendar week, where possible, the phone is returned to the student with an appropriate warning re further misuse of phone.

Parents will be contacted and requested to meet Principal/Deputy Principal/Year Head should a second offence be committed.

Further offences may lead to suspension.

#### Note:

Should a student refuse to present the phone upon request he/she should be referred to the Principal/Deputy Principal immediately. A note should be placed in the student's journal explaining the matter and a detention issued.