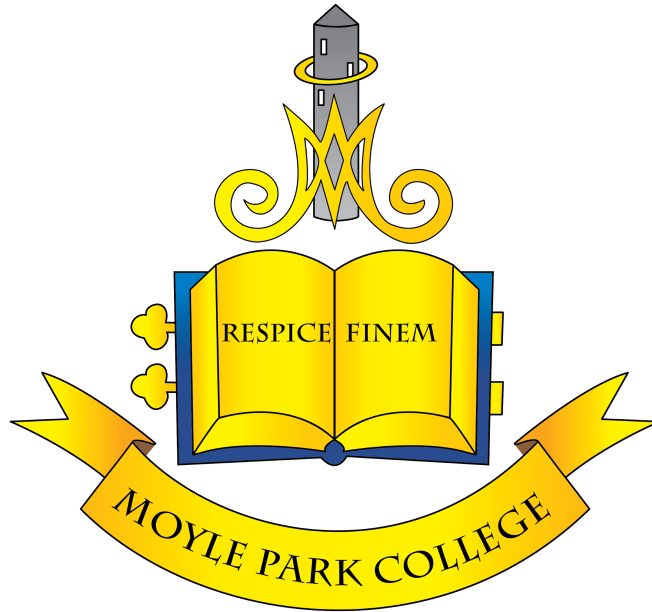


Moyle Park College



Mobile Phone Policy

Moyle Park Mobile Phone Policy

In accordance with the Department of Education & Youth Circular 0045/2025 and in consultation with all stakeholders, Moyle Park College has developed the following Mobile Phone Policy.

The policy to restrict the use of phones by students during the school day, outside of limited exceptions, will enable schools to provide a phone-free environment, to support students' wellbeing, concentration, academic performance, and development.

It will provide a space for children and young people to disconnect from their online world and can assist in supporting them to become less dependent on their mobile phones.

This policy is intended to support schools, in:

- improving the **learning** environment in schools by reducing distraction
- reducing the risk of **cyberbullying** and access to inappropriate content during school hours
- increasing traditional **social interactions** between students at school break times.

While Moyle Park College accepts that it is a student's right to have a mobile phone, the following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

In order to assist the school in implementing this policy, **parents/guardians are asked not to contact students by mobile phone at any time during the school day. Contact with the school may be made through the office at 01-4574837 and students are directed to use the office phone in emergencies.**

A student, who wishes to go home for any reason during the school day, must arrange to do so using the following procedure: All students are required to seek permission from their Form Tutor and Year Head prior to departing the school building. A call is placed home by the Year Head/office staff and the student may then sign out at the office. This ensures that correct procedures are observed and all relevant parties are informed of the student's departure.

Responsibility cannot be taken by the school authorities for students who arrange independently to go home without following proper procedure. Any such arrangement is a breach of the Code of Behaviour for Students and may incur sanctions.

Restriction on Use of Mobile Phones

In line with Department Circular (DEY CI 0045/2025) and supported by the State Examinations Commissions Guidelines for State Exams (SEC Guidelines), the use of **mobile phones, recording devices, (audio or image), personal MP3 players, iPods, ear buds/phones, smartwatches or other electronic devices** are **not allowed in school**.

Students are not permitted to use their phones while on school grounds. Upon arrival, all phones must be securely locked into the individual's assigned phone pouch and remain locked for the duration of the school day. Students are only permitted to have one mobile phone.

Students may only unlock and retrieve their phones upon leaving the premises after using a designated unlocking station at the end of the school day or when leaving for appointments or due to illness.

Location of pouches - Students are responsible for their phone pouch and keep the pouches in their school bags for the duration of the school day.

Students must ensure that their mobile phone pouch is clearly labeled with their full name and form class on the school card provided in the pocket on the pouch. Writing on, or decorating the pouch itself, is not permitted as the pouch remains the property of the school.

The school has provided the pouch free of any initial charge. Students retain the pouch for the full academic year. Pouches are then returned at the end of the year.

Lost or damaged pouches must be replaced by the student at a cost of €20.

If a student has lost or forgets to bring his pouch to school, his mobile phone will be locked in the school office for the day and can be retrieved at the end of the school day.

Students must present their phone pouches for inspection upon request by teachers.

Exceptional circumstances may warrant alternative arrangements for students where preapproved, limited access is provided using a medical pouch.

Staff may access handheld unlocking devices when phones are required for preplanned class activities, off-campus excursions, extra-curricular activities or in the case of an emergency. Phones must be re-locked immediately after use under staff supervision.

When access is given for specific purposes, students found to be off task on their mobile phones will have their device confiscated and handed in to the office to be collected by a parent or guardian.

The school accepts no responsibility for lost, stolen or damaged mobile phones or electronic devices. The safety and security of mobile phones is wholly a matter for students and parents/guardians.

Sanctions for Breaching the Mobile Phone Policy:

- If a student is found in possession of a mobile phone, or their phone pouch is unlocked, the phone and pouch are confiscated and given to the school office and the student will receive a -3 on VSware.
 - **The parent/ guardian will receive a text message to alert them that the phone has been confiscated.** It is then the responsibility of the parent/guardian to collect the mobile phone at the end of the school day. Confiscated phones will not be released to students.
 - A student whose phone has been confiscated may use the school phone, if necessary.
- If a phone rings or interrupts lessons or is produced in a classroom or on the corridor between classes, the phone and pouch will be confiscated by the teacher/s and procedures applied as above.
- If a student is seen using a phone at lunchtime or at break-time on the school grounds, the phone and pouch are confiscated and sent to the school office and procedures applied as above.
- If a student forgets their pouch, the phone must be handed in to the school office where it can be collected by the students at the end of the school day.
- Repeated failure to comply with the Mobile Phone policy may result in disciplinary action and will be dealt with under the school's Code of Behaviour.
- Any student making an attempt to open pouches outside of the school system in place will be dealt with under the schools Code of Behaviour.
- Students participating in school related activities (e.g. Study, Extra-Curricular Activities, School Trips, and Tours etc.) must abide by the rules governing these activities.
- Deliberate disregard of the Mobile Phone Policy, such as a student found in possession of two phones or any other deliberate attempt to undermine the policy, may result in an immediate referral to the disciplinary committee where sanctions up to and including suspension may be applied.
- No photographs or recording either video or audio can be made on the phone on the school premises without the school's permission. Using phones in such a way can seriously infringe on people's privacy and rights and will be investigated under the Code of Behaviour, the Bí Cineálta Policy, the Harassment and Sexual Harassment Policy, the Anti-Bullying in the Workplace Policy, the Acceptable Use Policy, the Social Media Policy & any other related school policies.
- Incidents where students use a mobile phone to bully others by sending offensive messages or calls will be investigated under the Code of Behaviour, the Bí Cineálta Policy, the Acceptable Use Policy and the Social Media Policy & any other related school policies. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

Failure to comply with the Mobile Phone Policy will be dealt with under the school's Code of Behaviour, the Bí Cineálta Policy, the Acceptable Use Policy, the Social Media Policy & all other related school policies. The school also reserves the right to report any illegal/unacceptable activities to the appropriate authorities.

This policy is subject to periodic review by the Board of Management.