

Device Policy –

Mobile Phones and Similar Devices



Device Policy

For the purposes of this policy, “device” includes but is not limited to phones, tablets, entertainment and gaming devices, cameras and audiorecorders.

While St Kilian’s German School/Eurocampus acknowledges that it is a student’s right to have a mobile device, the following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all members of the school community are preserved and respected.

The school’s policy on mobile devices is in place with the intention of ensuring that teaching and learning can take place without interruption, the integrity of examinations is upheld and respected and also with the intention that both students and staff are protected from harassment, bullying and their dignity and right to privacy is respected.

In order to assist the school in implementing this policy, parents/guardians are asked not to contact students by mobile device at any time during the school day. Contact with the school may be made through the office and students are directed to use the phone in the office in emergencies. A student, who may have to go home during the school day, must arrange to do so through the administration office and be signed out. Students may not do so independently using their mobile devices. This ensures that correct procedures for leaving school before classes end for the day are observed. Responsibility cannot be taken by the school authorities for students who arrange independently to go home without following proper procedure. Any such arrangement is contrary to school procedures and will be dealt with as a breach of school rules. Students may not use or wear headphones during the school day. Headphones must be stored in lockers.

1. Guidelines

Students:

Where a student brings a mobile device to school, the device must be switched off and stored in the student’s locker. It may not be used for any purpose in school between 8:15 am and 4:10 pm.

- 1.1 Students may not keep mobile devices on their person or in their bags.
- 1.2 Devices must never be brought to class or examinations.
- 1.3 Students participating in school related activities (Study, Extra Curricular, School Trips and Tours must abide by the rules governing these activities.)

- 1.4 No photographs or recordings may be taken while on the school premises and/or during school related activities unless explicitly sanctioned by school management or teaching staff. Examples where approval may be given include use for the purposes of promoting the achievements of our students and promoting events in the school. Using devices to record or photograph others in a school without permission infringes people's rights and if used inappropriately or disseminated will compromise their dignity.
- 1.5 On overnight school trips pupils will be required to hand up their devices to the supervising teachers before retiring to their rooms or dorms.

Staff:

- 1.6 Except in urgent or exceptional situations, mobile device use is not permitted during teaching or supervision time.
- 1.7 In accordance with the Acceptable Use Policy, staff should not use personal devices for photography in school. Only school cameras or devices should be used.
- 1.8 Staff should not share personal mobile phone numbers or personal email addresses with students.

Parents:

- 1.9 Under Child Protection Guidelines parents are advised not to use devices to take images on the school grounds unless explicitly sanctioned by school management (e.g. at Graduation, significant sporting events).

2. Sanctions for Misuse of Mobile Devices

- 2.1 A student who is found in possession of, using or handling a mobile device during the stated times will have their device confiscated (first offence) for the duration of the school day to be collected from the Deputy Principal's or Principal's office. A second offence will incur a confiscation for 48 hours.
- 2.2 At the end of the confiscation period the device will be returned. The school reserves the right to ensure as far as is practicable, that the device contains no images, audio or other information which would compromise any member of the school community.
- 2.3 In the case of repeated offences a device will be confiscated to be returned to a parent only, at a later date.
- 2.4 Incidents where students use mobile devices to bully will be investigated under the Anti Bullying Policy and the Code of Behaviour. All such behaviour will be dealt with as a serious breach of the school's disciplinary code.
- 2.5 It should be noted that it is a criminal offence to use a device to menace, harass, intimidate or offend another person. As such, the school may consider it appropriate to involve the Gardaí in such incidents.
- 2.6 Breaches of this policy will be dealt with under the Code of Behaviour.
- 2.7 Refusal to hand over a device when requested will result in an immediate detention.
- 2.8 It is strongly advised that students mark their devices with their names and use passwords where available.

3. Sporting Events:

Specific arrangements may apply to sporting events where communication with teams and players and parents is facilitated through devices, which may include the use of social media networks (e.g. Twitter). These arrangements are strictly controlled by the coaches and apply to specific sporting contexts only.

4. Roles and Responsibilities

4.1 Principal/Deputy Principal/Year Head/Class Teacher/Teachers

- Monitor
- Implement Sanctions in cases of breach of policy
- Review policy

4.2 Parents/Guardians

- Support the school in implementing and following through on all aspects of this policy

4.3 Students

- Comply with the rules on devices

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