



Scoil Chóca Naofa
Kilcock, Co. Kildare

Smart Devices Policy

Relationship to School Ethos

The unsupervised use of smartphones and electronic devices contravenes the provision of a safe and secure school environment conducive to learning, a provision which is central to the mission statement and ethos of Scoil Chóca Naofa.

Introductory Statement

This policy was drawn up in response to a significant increase in smartphones, smart watches and device usage amongst the school population in recent times. Mobile phones must be turned off and not be visible. Earphones and air pods must not be worn. Smart watches must be on silent with notifications turned off. iPads and other similar devices are not allowed in Scoil Chóca Naofa.

Aim

- To lessen intrusions on and distractions to children's learning
- To provide for the safety and well-being of all students

Internal School Procedures

Where a pupil brings a mobile phone to school, the phone must be kept out of sight and switched off during the school day. It may not be used, for any purpose, on school premises, grounds or during off-site school activities. A letter from a parent/guardian must be written to the class teacher informing them that their child has a phone in school. (In exceptional circumstances, such as after school games, a teacher may permit phone use to contact parent/guardian.) Mobile phones should not be brought on school tours, (specify on tour letter).

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

Children who need to contact home during school hours may do so, (at the discretion of the class teacher) through the school secretary using the school landline phone.

Technology has increased the pace of communication and brought benefits worldwide but this popularity provides increasing opportunities for misuse through 'Cyberbullying'. We advise our pupils that they should not respond to abusive emails, text messages or phone calls and should ALWAYS report such to an adult. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

Disciplinary Procedure

Pupils who ignore this policy in relation to devices and /or associated items, e.g. mobile phone, smart watch, earphones, etc., without permission will face the following disciplinary actions:

1. For the first instance of non-compliance, the mobile phone/ device/associated item will be confiscated for the duration of the school day. It will be returned to the pupil before close of school with a note to parent/guardian that subsequent incidences will result in the confiscation of the device for 3 school days.
2. For the second incidence of non-compliance, the mobile phone/ device / associated item will be confiscated for 3 school days. The parent/guardian will be contacted to inform them. A parent/guardian may collect the device from the school after 3 days. On collection by the parent / guardian, a note will be given that subsequent incidences will result in the confiscation of the device for 5 school days.
3. For the third incidence of non-compliance, the sanction is confiscation of the device for 5 school days. The parent will be contacted to inform them. A parent/guardian may collect the device from the school after 5 school days.

Ratified by Board of Management in May 2020

Signature of Chairperson, Board of Management

May 2020

LETTER TO PARENT / GUARDIAN (1)

Dear Parent,

Your son/ daughter, _____, failed to comply with our Smartphone, Smart Watch and Electronic Device Policy on _____ (date). This resulted in his / her device being confiscated for the day.

Future infractions however will result in the device being confiscated for 3 school days.

Yours sincerely,

_____.

Mrs Linda Daly (Príomhoide)

LETTERS TO PARENT / GUARDIAN (2)

Dear Parent,

Your son/ daughter, _____, previously failed to comply with our Smartphone, Smart Watch and Electronic Device Policy, which resulted in his / her device being confiscated for one day. This is the second incidence of non-compliance, the sanction for which is confiscation of the device for 3 school days: from _____ to _____.

Future infractions however will result in the device being confiscated for 5 school days.

Yours sincerely,

_____.

Mrs Linda Daly (Príomhoide)

LETTER TO PARENT / GUARDIAN (3)

Dear Parent,

Your son/ daughter, _____, previously failed to comply with our Smartphone, Smart Watch and Electronic Device Policy, which resulted in his / her device being confiscated for three days. This is the third incidence of non-compliance, the sanction for which is confiscation of the device for 5 school days: from _____ to _____.

Future infractions will result in further sanctions issued by the principal and / or Board of Management.

Yours sincerely,

_____.

Mrs Linda Daly (Príomhoide)

LETTER OF ACKNOWLEDGEMENT FROM PARENT / GUARDIAN

I support the Smartphone, Smart Watch and Electronic Device Policy of Scoil Chóca Naofa.

I have read and discussed this letter with _____.

SIGNED: _____ (Parent/Guardian)

DATE: _____