



Mobile Phone and Electronic Devices Policy 2025

1. Introductory Statement:

This policy was drawn up in response to technological advances, which have seen a significant increase in mobile electronic devices amongst the school population over recent years. This policy is devised in line with the requirements of Department of Education & Skills Circular 0044/2025, *Banning the use of and access to personal mobile phones by pupils during the school day* and *Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools June* (2024). According to this Circular 0044/2025 schools are required to implement a policy to ban the use of and access to, personal mobile phones by pupils in all recognised schools for the duration of the school day.

2. Rationale:

St. Corban's in line with Circular 0044/2025 bans the use of and access to, personal mobile phones/devices by pupils for the duration of the school day. We are a Go Phone Free school and promote a phone-free childhood for the duration of primary school. Excessive mobile phone use, and screen-time generally, can have a detrimental impact on pupils' concentration and academic performance. Ensuring that pupils do not have access mobile phone/devices for personal use during the school day can help to address these issues and foster an environment conducive to learning, as well as supporting in-person engagement with peers.

The policy to ban the use of phones and personal digital devices by pupils during the school day, outside of very limited exceptions (see Exemptions), will enable our school to provide a phone-free environment, to support pupils' wellbeing, concentration, academic performance, and development. It will provide a space for children to disconnect from the online world and can assist in supporting them to become less dependent on mobile phones.

This policy was created for the following reasons:

- Strategies must be put in place to reduce the intrusiveness of unauthorised technology in a school situation
- Mobile phones/devices may be used inappropriately by children.
- To prevent issues with phones/smart watches/devices in the school.
- To prevent bullying/cyber-bullying using mobile phones/electronic devices.
- To comply with the Acceptable Use Policy for internet access.
- To comply with school rules on permission for photographing/recording children.
- To protect children from the possible harmful effects of frequent use of mobile phones.
- To prevent mobile phones and other electronic devices from interfering with teaching and learning.
- To ensure pupils' and teacher's privacy and confidentiality in school.

3. Devices that are not permitted

Pupils in our school are prohibited from bringing any devices that have a connection to the internet and/or have a camera or voice recording capability into the school (mobile phones, smart-phones, smart-watches, devices with voice/camera or video recording capability).

4. Relationship to School Ethos

The use of mobile phones and other electronic games may contravene the provision of a safe and secure school environment and is not conducive to learning - a provision which is central to the mission statement and ethos of St. Corban's NS.

5. Role of Parents

It is essential that parents support the school in implementing this policy. Enrolment in the school is contingent on parents accepting the policies and procedures of the school.

6. School Procedures:

Pupils are not allowed to bring mobile phones or electronic devices into school. Children who need to contact home during school hours may do so through the school secretary using the school landline phone. All electronic devices are forbidden, even during after school activities or on school tours and trips.

The Board of Management of St. Corban's BNS prohibits the bringing to school and the use in school, of mobile phones/electronic devices **with cameras, internet access and/or recording capacity** by pupils in the school. Camera phones are forbidden for pupils in the school.

7. Exceptions & Exemptions

In certain rare circumstances, pupils may be permitted to have a mobile phone/electronic device in their possession at school provided that his parents/guardians have applied in writing for permission for them to have such a phone and have subsequently received written permission from the Principal and Board of Management. The permission will only be granted for substantial medical, health, safety or security reasons.

Examples of some of the possible issues where exemptions may be justified may include but are not limited to:

- Diabetes blood glucose monitor and/or insulin delivery mechanism.
- Blood pressure monitoring.
- Seizure conditions where monitoring via a mobile phone app is needed.
- Additional/special educational needs, for specific tasks relating to a pupil's visual impairment, hearing impairment, speech and language impairments.
- Access by an English as a Second Language (EAL) pupil to specific applications to support language.
- A significant health & safety issue

The examples above are not exhaustive and consideration will be needed on a case-by-case basis. The decision of the Board of Management in each case, is final.

If permission is granted it is on the understanding that:

- a) the phone/device is left in a bag/container in the child's school bag while the pupil is on the school premises.
- b) the phone/device is turned off at all times throughout the school day. (unless medically required)
- c) the phone/ device does not have a camera or internet access.

- d) the Board of Management of St. Corban's BNS does not accept responsibility for any damage to or loss of mobile phones/devices.
- e) permission ends at the end of the school year (June) and must be applied for annually. The onus for seeking renewal rests with the Parent/Guardian.

The exemptions will allow pupils to access their phone/device before and after school. It will only be used in school for the specific reason outlined in the exemption (medical reasons), and not for general use.

If an exemption is granted the device must be switched off while the pupil is on the school grounds, in the school building or engaged in a school-related activity off campus. A phone/smartwatch/device must be in a container/bag in the child's schoolbag.

Where an exemption is granted and a pupil is permitted by the Board of Management to bring in a smart watch/digital device to school, it must be switched off/powered off completely at all times while the pupil is on the school grounds, in the school building, or engaged in a school-related activity on or off campus. Pupils are not permitted to wear smart watches during school hours and/or on the school premises. It must be kept in a bag or container in the child's schoolbag.

Where a pupil brings a smartphone or digital device to school, the school accepts no responsibility for the replacement of lost, stolen or damaged devices.

Pupil personal mobile devices are not permitted on school tours and outings. Should contact with a parent/guardian be necessary, the supervising teacher will have all relevant contact details for each pupil and will ensure that contact is made, where required. Pupils are not permitted to wear smartwatches during school hours, on the school premises or on school tours/outings and/or any school related events.

Pupil personal phones or digital devices may never be used at school to:

- a. Send or receive phone calls or to text
- b. Photograph or video/voice record themselves or other pupils or staff
- c. Play games or music
- d. Access social media
- e. Browse the internet.

Each of the above actions constitutes a misuse of a technological device at school and will result in the permission being revoked. This list is not exhaustive.

8. Breaches of the Policy – steps to be taken

Where a pupil ignores this policy and uses a mobile phone/smart watch/electronic device on school premises or school trips without permission, or when a pupil has been found in possession of a mobile phone/electronic device without written permission in breach of the Mobile Phone and Electronic Devices Policy, the phone/device will be handed over to the teacher for the remainder of the day. The parent will be contacted to inform him/her of the breach of school rules. At the end of the day, the device will be handed back to the child to give to his parents. The parents must ensure that the device is not brought to school again. This incident will be recorded on the child's Aladdin File as a first breach of the school policy.

If there is a second offence, the parents will be called to a meeting with the Teacher and must give a written undertaking that the phone/smart watch/device will not be brought to school again. This will again be recorded on Aladdin.

If there is a third offence, the school Code of Behaviour will guide the school's response to such breaches of school rules.

9. Lost, Stolen or Damaged Devices

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

10. Staff Use of Personal Mobile Phones or Other Technological Devices at School

St. Corban's staff members are permitted to have their personal mobile phones with them at all times. Teachers are expected to use the phones for school related purposes.

The following protocols apply to the use of personal mobile phones by staff members during school time and for school purposes:

1. The mobile phone must be password protected, and preferably encrypted.
2. The use of mobile phones is normally limited to classroom teaching, learning and care requirements:
 - Completing daily pupil attendance and recording pupils arriving late/departing early.
 - Accessing pupil information on Aladdin (school administrative software).
 - Accessing immediate assistance to meet the needs of individual pupils.
 - Accessing brief educational information online.
 - Accessing school-related texts and emails.
 - Contact with School Office and other staff members.
3. Where written parent/guardian consent for photography/videography has been received, staff members may use their personal mobile phones to photograph or video record pupils during school related activities and events for the following purposes:
 - Contributing to an assessment record for an individual pupil or group of pupils
 - The creation of a classroom display or a display in the school environment
 - Posting a blog on the school website or school Instagram page or X.
 - For inclusion in the School Newsletter
 - For inclusion in a newspaper article, either local or national print media.

Staff members must delete all photographic images/videos from their personal mobile phones within a 48 hour period. Any such images and videos will be uploaded to St. Corban's approved storage system which operates in compliance with St. Corban's Data Protection Policy, the Data Protection Acts 1988 to 2018 and the EU General Data Protection Regulation (GDPR).

4. If a staff member needs to make telephone contact with a parent/guardian, a school landline telephone should be used. In exceptional circumstances, and with the agreement of the staff member and parent/guardian, contact may take place between a teacher and a parent/guardian using the teacher's personal mobile phone. Teachers are advised to place their phone number on private display. In such circumstances, communication is restricted to urgent school related matters only. Aladdin is the form of daily communication with parents.
5. The use of personal mobile phones by staff members should be discreet and appropriate.

11. Use of Personal Mobile Phones or Other Technological Devices by Parents/Guardians & School Visitors, School Volunteers, and Third Level & Transition Year Students on Placement

Parents/guardians and school visitors are requested not to use their mobile phones in the presence of pupils anywhere on the school premises.

School volunteers and third level and transition year students on placement in St. Corban's are not permitted to use their personal mobile phones or other technological devices to photograph or video record pupils in the school building, on the school grounds, or while engaged in a school-related activity on or off campus, including school trips and outings. They are also not permitted to use any personal technological device to communicate with a pupil in any way and to do so would result in the immediate termination of their involvement in St. Corban's, including the reporting of the matter to Tusla and/or An Garda Síochána, if deemed appropriate by school management. The use of personal mobile phones by school volunteers and third level and transition year students on placement to engage in personal calls and/or the use of the internet or social media is strictly confined to the person's break time and must take place out of sight of pupils and without intrusion on the recreation time of staff members and fellow volunteers/students.

While parents/guardians are permitted to take photographs and videos of their child at specific school events, e.g. class assembly, parents/guardians are reminded that they are the Data Controller for such imagery and as such:

1. They should have the express permission of the parent(s)/guardian(s) of the other pupil(s) included in the image or recording.
2. The image or recording should be recorded for personal use only and should not be uploaded to and/or shared on any form of social media.

12. Policies to be Considered in Conjunction with this Policy

- Child Safeguarding Statement
- Safety, Health & Welfare Policy
- Bí Cineálta Policy
- Code of Behaviour
- Communications Policy
- Internet Acceptable Usage Policy
- Supervision Policy
- St. Corban's School Tours\Outings Policy

- School Attendance Strategy
- Data Protection Policy
- Digital Learning Plan

13. Ratification & Communication

This policy was considered and ratified by the Board of Management on the 25th November 2025. The policy has been shared with school personnel and published on the school website for staff and parents to access. A copy of the policy will be made available to the Patron and the Department of Education & Youth, if requested.

14. Monitoring & Evaluation

The implementation of this policy will be monitored by the Principal, staff and Board of Management. It will be evaluated at appropriate intervals, including through formal and informal feedback from parents/guardians, pupils, staff and others. The policy will be revised as necessary in the light of such review and evaluation.

Ratification

This policy was ratified by the Board of Management of St. Corban's N.S. at its

Board meeting on 25/11/2025.

Signed: [Signature]
Chairperson of the Board of Management

Date: 25/11/2025

Signed: [Signature]
Principal & Secretary of the Board of Management

Date: 25/11/2025

St. Corban's N.S., Naas, Co. Kildare.
Roll No. 17254C