

## **Our Lady of Victories Infant School**

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### **Phone and Digital Device Policy for Staff & Pupils**

#### **Introductory Statement:**

This policy was drawn up in response to the surge of use of digital devices including mobile phones. These devices may not be in the possession of pupils on the Infant School campus with a view to reducing risk potential for pupils to be exposed to harmful material/information/communication.

#### **Relationship to School Ethos:**

Pupil access to digital devices on the school campus contravenes 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 Our Lady of Victories Infant School.

#### **Internal School Procedures:**

The following guidelines will be adhered to:-

- Children are not allowed to access digital devices during school hours
- Children who need to contact home during school hours and parents/guardians who need to get a message to their children, may do so through the school secretary using the school landline phone
- The school will not accept responsibility for the loss of or damage to such electronic devices if brought on to school premises
- If a pupil brings a mobile phone or device to school it is confiscated and will be returned to the pupil's parent/guardian by the principal at the end of the school day.

#### **School Procedures for Staff**

Mindful of the duties and responsibilities assigned to staff when working with children, it is vital that staff be engaged with pupils without distraction during the school day. In this context, access to personal mobile phones should be limited to urgent only.

- Members of staff have access to the school landline if urgent calls need to be made to parents/guardians or to arrange class outings/tours, etc.
- Calls to parents/guardians should be kept as short as possible. Where a lengthy conversation is required, an appointment should be made for a face-to-face meeting with parents/guardians.
- Calls to other professionals and organisations linked to the pupil's progress i.e. HSE, NEPS etc. should be made in consultation with the Principal/deputy Principal
- Staff personal calls must be confined to break times. if there is a personal emergency, please alert principal/deputy principal that you may take a call and supervision will be organised
- Attendance is recorded by Whatsapp
- Whatsapp is a useful tool for the staff community , however, messages pertaining to school must be kept to a minimum during school hours and posted at break times

**Mobile Phones**

- Staff, Teachers and SNA's: Mobile phones are not to be used for personal calls, texting or browsing during teaching time and yard supervision
- Mobile phones may be used in the following circumstances:
  - (a) it has been medically advised in relation to a pupil's medical condition e.g. diabetic child
  - (b) in the instance of a critical incident see Critical Incident Management plan CIP, occurring on the school grounds or outside school grounds (on school outings etc.) , teachers may use their discretion to use their mobile phone to contact the emergency services.
- In other exceptional circumstances (i.e. on school outings) teachers may use their mobile phone to alert the school office re. bus ETA's etc.

**Communication, Monitoring and Review**

This policy will be communicated to staff and the school community as appropriate and will be subject to regular review or if deemed necessary. .

**Roles and Responsibilities:**

- All members of staff share in the coordination and implementation of this policy.

**Evaluation:**

- This policy is monitored on an ongoing basis and amendments made as seen fit.

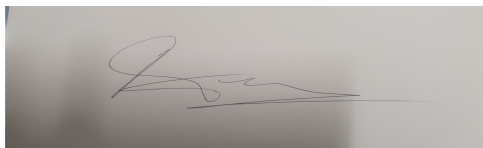
**Implementation:**

- This policy has been in place since January 2017 and was reviewed in October 2021.

This policy was reviewed, amended ratified by the Board of Management of Our Lady of Victories on 2nd November 2022

Scheduled for review on a needs basis or as a need arises

Chairperson Signature



Date 2nd November 2021