

## **Phone Policy 2022-23**

The aim of this section of the Acceptable Use Policy is to ensure that students get access to their phones as educational tools during classes for learning purposes only. Permission to access phones will be given by teachers for students to use their Microsoft Office 365 accounts for applications including Outlook, One Note and Teams. Students may also need to access search engines for research and educational apps for activities.

This section of the policy seeks to discourage the use of mobile phones during school hours for any other purpose than learning.

The following guidelines will be in place:

### **Use of Phones During Class**

1. First Years must put phones in lockers
2. Phones cannot be used instead of devices for First Years
3. Phones cannot be used instead of calculators or a clock for any student.
4. CTs will instruct students to ensure that phones are off in tutorial, as will teachers of the first period.
5. Teachers will inform students at the start of each class if the phones will be used in the lesson. Students may then turn on the phone as required.
6. If students are seen using a phone without permission the following steps will be taken
  - i. A general verbal warning is given to the class
  - ii. A verbal warning is directed to the student(s) in question
  - iii. An email is sent to the year head
  - iv. The year head will issue either a detention or ask the student to place the phone in the locker. The year head will then place a clamp on the lock for the day. If the phone is used during last class, the year head may decide to issue a detention instead.
  - v. Refusal to cooperate with the year head will result in a sanction from the Learning Code such as a Report Note and extra work
  - vi. Persistent breach of phone policy may result in more serious sanctions in the Learning Code

### **Use of Phones outside of Class**

7. Phones are not permitted to be used at lunchtimes. Junior Cycle students should put their phones safely in the lockers at the start of lunchtime. Junior Cycle students seen using the phones either indoors or in the yard will be asked to place phones in the locker on the first occasion. The year head is informed by the supervising teacher.
8. Senior students should not use phones on the school premises during lunchtimes.

**Phone Charging**

9. Students may not charge phones in class.

**Contact with Home**

10. Students are informed that phone calls can be made at the school reception in case of emergency.
11. Parents must contact students on the school phone only.