

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title:

Use of Electronic Devices

Effective Date:

September 2023

Document No: 11

Revision No:3

No. of pages: 3

1. Purpose

The aim of this Use of Electronic Devices Policy is to provide guidance to pupils and their families regarding the possession and use of personal electronic devices on school property.

2. Scope

This Use of Electronic Devices Policy applies to all pupils of Scoil Mhuire CBS as they participate in school activities, including those which take place off the school premises.

3. Principles

For a variety of reasons, families may deem it necessary that a pupil have an electronic device on their person as they travel to and from school. Therefore, families may apply to the school requesting permission for a pupil to bring a personal electronic device to school. In order to do so, the relevant Application Form (included as an Appendix to this policy) should be completed and its contents discussed in the home. This form should be submitted to the relevant Class Teacher, and will then be processed by school authorities. Approval automatically expires on June 30th each year, and a new application must be made each September.

4. Policy

Pupils' personal electronic devices may only be brought to school when approval to do so has been granted by school authorities. No pupil is permitted to bring a personal electronic device – including mobile phones and smartwatches capable of making or receiving calls and texts – to school without prior permission.

Certain conditions apply for permission to bring a mobile phone or smartwatch to school. These conditions include:

- Acknowledgement that whilst the school will take reasonable care in relation to the electronic device, any loss or damage sustained to the device will not be the responsibility of the school.
- The pupil's electronic device is properly labelled.
- Mobile phones must be turned off prior to entering the school premises and handed to the Class Teacher on entering the classroom.
- Smartwatches must be turned on school mode (disabling calls and texts) prior to entering the school premises and handed to the Class Teacher on entering the classroom.
- It is the responsibility of the pupil themselves to ensure that they collect their electronic device at dismissal time.
- The mobile phone or smartwatch can only be switched on when the pupil has left the school premises.

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In taking reasonable care in relation to pupils' personal electronic devices, please note that there is a secure lockbox in each classroom. Devices handed to the Class Teacher will be stored here for the duration of the school day.

Any pupil who fails to comply with the school policy as outlined in this document will face sanctions in accordance with the school's Code of Behaviour. Any misuse of electronic devices deemed to be cyber bullying will be addressed under the school's Anti-Bullying Policy.

Where a pupil is in possession of a personal electronic device without permission, that device may be confiscated by a member of staff. Should a pupil's electronic device be confiscated, it will be retained securely in the school office and will only be returned to the family of the offending pupil on written request by an adult. The school will require a written guarantee from the parents of the offending pupil that no such occurrence will happen in future.

5. Appendices

APPENDIX A: APPLICATION TO BRING A PERSONAL ELECTRONIC DEVICE TO SCHOOL

1 Pupil Details

Name of Pupil: _____

Class: _____ Class Teacher: _____

2 Conditions

Please indicate that you accept the following conditions and tick as applicable:

	I have read the Use of Electronic Devices Policy.
	I apply for the above-named pupil to bring their mobile phone to school.
	I apply for the above-named pupil to bring their smartwatch to school.
	I accept that any loss or damage sustained to the electronic device will not be the responsibility of Scoil Mhuire CBS.
	I accept that the pupil's device will be properly labelled.
	I accept that the mobile phone will be turned off prior to entering the school premises and handed to the Class Teacher on entering the classroom.
	I accept that the pupil is required to disable calls to their smartwatch prior to entering the school premises and may enable calls again when they have left the school premises.
	I accept that it is the responsibility of the pupil themselves to retrieve their device at the end of the school day.
	I accept that the mobile phone or smartwatch can only be switched on once the pupil has left the school premises.
	I accept that if the pupil fails to adhere to these conditions they are in breach of the school's Code of Behaviour and have informed them of such.

Signature of Parent(s) or Guardian(s): _____

Signature of Pupil: _____

Office Use	
Application received:	Approval issued:

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6. Approval & Review

Initial Approval

Chairperson of Board of Management

Date

1st September, 2023

Effective Date

June 2025

Review Date

