



Phone & Pupil Technology Policy

October 2024

North Dublin Muslim National School

Contents

Introduction.....	2
Aims.....	2
Guiding Principles.....	2
Use of Mobile Phones and Pupil Technology.....	2
Use of Landline Phone.....	3
Ratification and Communication.....	3

Introduction

This policy was formulated in consultation with the staff and Board of Management at North Dublin Muslim National School in May 2015, reviewed in 2017/2018 and again in 2024/2025.

At North Dublin Muslim School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones and other communication devices in the school has been drawn up in the best interest of pupil safety and staff professionalism. Readers of this policy should also refer to the school's Internet Acceptable Use policy.

Aims

The aim of the phone policy is to promote safe and appropriate practice through the establishment of clear and robust acceptable usage guidelines for pupils and staff.

Guiding Principles

When mobile phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all. Misuse of phones includes the taking and distribution of indecent images, exploitation and bullying.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to functions such as cameras and videos.

The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to take any covert images or misuse functions in any other way.

Use of Mobile Phones & Pupil Technology

Pupils

- The school does not encourage its pupils to bring mobile phones to school, and all pupils have access to the phone in the office when necessary, e.g. if they need to call home in case of sickness. However, we do acknowledge that some pupils travel long distances to school every day, and parents may request that their child takes a mobile phone to school so that they can be contacted before or after school.
- If, in the event that a parent wishes for his/her child to bring a mobile phone to school, the child should ensure that the phone is switched off and kept in their school bag (left at the owner's risk)
- If a child forgets to switch off their phone and it rings or receives an alert, the child will be given a verbal warning and the phone must immediately be switched off.
- If a member of staff finds a child using a mobile phone during the school day, it will be confiscated until the end of the school day.
- If they are found using the phone on a second occasion in the same academic year, the teacher will keep the phone until the end of the day and a note will be written to the parents.

- Finally, if it used for a third time, the phone will be sent to the office, where the principal will contact parents in relation to the issue.
- Any child found to be taking a voice or video recording of another child or staff member will have their phone confiscated immediately. Parents will be contacted and an investigation will take place which may result in the issuing of further sanctions.
- **The wearing of smart devices (smart watches, smart glasses, etc.) which are capable of either making calls or recording video or audio is not permitted. Other devices capable of making or receiving calls or messages, or capable of taking photos or videos (tablets, laptops, games consoles, etc.) must not be brought to school by pupils.**
- This code of conduct applies to the entirety of the school day; within the school and on trips outside of school.

Staff

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive personal calls or send/read texts during teaching times/contracted hours. If there are extreme circumstances (e.g. acutely sick relative) the member of staff should make the principal aware of this and will have discussed the need to take the emergency call.
- Making/taking calls and sending/reading texts on mobile phones must be limited to non-contact hours.
- Staff are responsible for their own mobile phone at all times in the school. The school takes no responsibility where a phone is damaged.
- Phone calls are not permitted in the staffroom.
- Phones should only be used to take photographs of students and staff where permission has been granted. The list of pupils with photo permission can be found on Aladdin.
- Phones should never be used to take photographs of pupil's personal information.
- It is advised that staff use the phone's security features to protect data in their own phone.
- Staff must not allow pupils to access their phone.

Use of Landline Phone

- Staff are not permitted to use the school phone for contacting Directory Enquiries.
- In the event that they are unable to find a phone number, staff are encouraged to use a search engine online to locate the number.
- Staff are not permitted to use the school phone for personal calls.

Ratification and Communication

This mobile phone policy was ratified by the Board of Management in October 2024. A copy of the ratified policy was distributed to all staff and is available to view on the school website.

Signed: _____
Chairperson

Date: _____

Signed: _____
Principal

Date: _____