

**Our Lady of Mercy College**

**Beaumont,**

**Dublin 9**



**Personal Electronic Equipment Policy**  
**Approved by Board of Management in October 2020**

## Personal Electronic Equipment Policy

### Mission Statement

The core value of Our Lady of Mercy College Beaumont is respect for all and the nurturing of individual potential, academically, spiritually and culturally as a member of the school and wider community and in the spirit of the Mercy Ethos.

### Rationale:

In light of its ethos and mission statement the school places the importance of uninterrupted learning and teaching as well as health, safety and wellbeing concerns of both students & staff as central to the learning environment in the school. Responsible use of Digital Media is a life skill and the school supports its' development.

In order to assist with the implementation of this policy, parents/guardians are asked not to contact students during the school day. In case of emergency contact can be made through the school office.

**Scope:** This policy applies to student use of personal electronic equipment in school and on school related activities. State Examinations Commission regulations regarding mobile phones must be adhered to during state exams.

### Definition of items covered by this policy:

Personal electronic equipment means: all phones, iPods and all other devices which could be used to communicate with, record, film another individual, upload to the internet or download from the internet. This policy also covers personal music equipment and any other equipment which could interfere with health and safety regulations and could compromise the learning environment in Our Lady of Mercy College, Beaumont.

### Context of Policy:

#### 1. Security of the learning environment in our college

During class time, students must give teaching and learning their full attention and participate fully in all class activities. All personal electronic equipment must be switched off from 8:50-10:55, 11:05-13:05 and 13:45 – 15:50 and must be put in a safe place by the student until the end of the school day. Students may from time to time be allowed to use their smart phone in class for educational purposes. This is only allowed under the direction of the class teacher. Should a recording be made it is only for class/homework use, it may not be shared on social media or other platforms.

#### 2. Protection of individual persons working or studying in the college

It is absolutely prohibited to photograph/film/record another person. The only time photographing or recording is permitted is when it is for learning & teaching purposes and is when done under the guidance of a teacher. Any phones/iPads or any other recording devices, if confiscated, may be checked by two staff members to ensure that they have not been misused in this manner and appropriate action taken.

If it is found that a person has filmed/recorded another individual without his/her knowledge or approval, and/or if that material has been shared with other people either from one device to another or on the internet, the case may be brought before the Board of Management.

The individual recorded or filmed without consent may also choose to take legal action.

#### 3. Health and Safety Regulations

Students must be able to hear safety instructions when issued on the school grounds and/or in the

corridors and classrooms-therefore the use of personal electronic equipment is not permitted on the school grounds or in the school building during school hours. Ear phones must be removed and put away. A student whose phone is confiscated can contact their parents/guardians via text message or phone call to inform them that the phone is confiscated.

Any parent(s)/guardian(s) wishing to urgently contact their daughter may contact the school office to relay urgent messages. Any student needing urgently to contact their parent(s)/guardian(s) may come to the school office to use the phone.

The charging of phones or other electronic equipment is not permitted unless permission is given from the class teacher. Permission to charge personal devices should only be sought in exceptional circumstances.

#### **4. Risk to expensive personal electronic equipment**

The college authorities cannot be responsible for the safe keeping of various items of electronic equipment that students choose to bring to school. These items are brought onto the school premises at the students' own risk.

#### **5 Consequences for Breach of this Policy**

A student who has a mobile phone/electronic device confiscated may be put on a Minor Report. A student who fails to hand up a mobile phone/electronic device including sim card when asked will be on a Major Report which can lead to suspension. Any breach of this Mobile Phone/Electronic Equipment Policy deemed to be a sufficiently serious offence may be brought to the Board of Management at the discretion of the Principal or Deputy Principal.

#### **Student Guidelines**

Students should always to be responsible in all ..... their use of electronic devices.

#### **Stage 1:**

Students may not have any personal electronic equipment turned on in the school building during class hours except where permitted by the teacher.

Any equipment seen/heard/used during class hours (8:50 – 10:55, 11:05- 13:05 and 13:50 – 15:50) without permission will immediately be confiscated intact by staff, put in a confiscation envelope and given to the Principal or the Deputy Principal.

The college authorities may check the device to ensure that it has not been used inappropriately or to photograph, film or record any other person or persons.

If it is deemed that no inappropriate usage has taken place, it will be returned after one week. If it has been used inappropriately, a meeting may be organised with parent(s)/guardian(s) to discuss the referral to the Board of Management, and any legal action which may be taken.

#### **Stage 2:**

The second time electronic equipment is seen/heard/used during class hours without permission the same process as above will applies however, the confiscation period will be extended to one month but it will be returned after one month. (8:50 – 10:55, 11:05- 13:05 and 13:50 – 15:45)

#### **Stage**

**3:**

The third time electronic equipment is seen/heard/used during class hours without permission the same process as above will apply however, the confiscation period will be extended to the end of the school year. above applies but it will be returned at the end of the school year.

**Staff Guidelines**

Organisation of school events should be done using school landline although calls may be received on teacher's personal phone during the day. Staff personal calls and texts are ordinarily confined to break times and staff should have phones on silent during class times.

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Where teachers are using their personal device to post material online for students, record attendance etc. during class time teachers should inform students of the purpose of their phone usage.

Where staff photograph/ record on their personal devices for school purposes material should be deleted as soon as practical

hours without permission 10:55, 11:05-  
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**Related Policies:**

Code of Behaviour, ICT Acceptable Usage Policy,  
Anti Bullying Policy,  
Dignity in the Workplace Policy, CCTV Policy, Assessment Policy, Data Protection Policy..

**Review:**

The policy is subject to review every three years.

Ratified December 5<sup>th</sup> 2017 **Date:** .....  
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