

Presentation Castleisland



Presentation Secondary School

Church Street, Castleisland, Co. Kerry



Mobile Phone Policy 2024 – 2025

This Policy was ratified by the Board of Management on 23rd September 2024



Our vision is to prepare accomplished, confident and independent young adults, who follow their passions, develop a love of learning and become positive role models in society.



Presentation Secondary School

Castleisland

Co. Kerry



Mobile Phone Policy 2024 - 2025

The rules with regard to the use of mobile phones is as follows:

- From the first bell at 8.55am until the final bell at 3.50pm on Mondays & Tuesdays and 3.20pm on Wednesdays, Thursdays and Fridays, mobile phones can only be used in two locations in the school:
 - 1) **In a classroom**, only if a teacher has given a student permission to use their phone for educational purposes and under the supervision of that teacher.
 - 2) In the **waiting room outside the Principal's office**, if a student needs to ring or text home, by themselves, for a particular reason e.g. feeling unwell.
- Phones must be **turned off** from the first bell at 8.55am until the final bell at 3.20/3.50pm. A phone will not be confiscated, if it beeps in a student's pocket but they will be informed to turn it off by their teacher.
- Phones must be left on the desk, if a student is going to the bathroom.
- If a student requests to use the wellbeing room, they must leave their phone in the front office. The student can retrieve their phone at the front office once they are finished in the wellbeing room.
- If a teacher has given a student permission to use their phone in class, it must be left flat on your desk at all times, in order to be monitored by the teacher in the room.
- If a student is seen with their phone out by a member of staff between 8.55am and the final bell, **without permission** from a teacher, then this phone will be confiscated immediately by a staff member, without warning, and placed in a sealed envelope turned off, signed by the student and placed in the front office. Staff can immediately bring a student to the office or leave the phone on the teachers desk and bring the student over to the office after the class.
- On the first and second occasion, the phone will be returned to the student, at the office at the end of the day.

- If a student is seen on their phone, without permission on a third occasion, a parent/guardian or a nominated family member over 18, will have to come into the school, to retrieve their phone. The student will be given a detention also.
- Every subsequent occasion, i.e. fourth occasion onwards, a parent/guardian or a nominated family member over 18, will have to come into the school, to retrieve the students phone. The student will be given a detention on each occasion also.
- A parent/guardian can contact the school office during the school day, if they need to contact their daughter/s.
- If a student needs to contact a parent/guardian, they can do so with permission from the Principal/Deputy Principal or secretary to you use their own phone in the waiting room or alternatively they can use the school mobile phone to call home.
- The use of phones is strictly prohibited in any dressing/changing room in school or as part of any sport or school activity.

***Note* - Phones will not be confiscated due to use, prior to 8.55am or after 3.20pm/3.50pm but students will be encouraged to put them away if they are not used for educational purposes.**

Phones may be used on trips with permission from staff on that trip.

Please note: that teachers and SNA's can confiscate phones from students.

Signed: Mary O'Keefe
Chairperson of the Board of Management

Signed: Pierre Dargan
Principal/Secretary to the Board of Management

Date: 23/9/24

Date: 23/9/24