



Presentation Secondary School

Church Street, Castleisland, Co. Kerry



Mobile Phone Policy

2025 – 2026

This Policy was ratified by the Board of Management on 2nd September 2025



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

Mobile Phone Policy 2025 - 2026

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

- Once a student enters the school grounds, their mobile phone **must** be turned off and placed in their assigned sealed pouch. **The pouch is the property of the school but the sole responsibility, for its maintenance and security lies with the student.**
- Pouches can be released at the designated locations at the end of the school day or at the school office if leaving early.
- Senior Cycle students who wish to leave the school grounds at lunch, must keep their phone in their pouch for the full duration of the lunch break.
- A **€25 fee** applies for a replacement pouch, if lost or damaged.
- Students who forget their pouch must go to the office on arrival at school, to receive a temporary pouch for the day.
- If a student needs to ring home for any reason they have **two options**:
 - 1) Use their **own phone**, released from their pouch by the front office and following the phone call, the pouch must be resealed and inspected at the front office.
 - 2) Use the **school mobile phone**, available from the front office.

Phone calls using either of the above options **must** take place in the **waiting room across from the Principal's office.**

- Phones pouches 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 pouch in the front office. The student can retrieve their phone pouch at the front office once they are finished in the wellbeing room.
- Parents/Guardians **must** contact the school via the office during the school day, if they need to contact a student.
- The use of phones is strictly prohibited in any dressing/changing room in school or as part of any sport or school activity.
- If a student is seen with their phone outside of their pouch by a member of staff on the school grounds **without permission**, this phone will be confiscated immediately by that staff member, and placed in the front office.
- **No warnings** will be given. Parents/Guardians or a nominated family member of 18 years of age must collect the phone pouch from the front office on **every occasion** a phone is confiscated.

- **Sanction:** a note will be given in the students journal if their phone is confiscated and a detention will result on the receipt of a third and any further subsequent confiscations.
- **School trips will be assessed on an individual basis in terms of phone use.**
- **Please note: that teachers and SNAs can confiscate phones from students.**

Signed: Mary O Keefe
Chairperson of the Board of Management

Signed: Pierce Duggan
Principal/Secretary to the Board of Management

Date: 02/09/25

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Appendices

All templates will be printed on school headed paper

Appendix 1

Sample Teacher Communication Text Message

Student Death

Dear Staff,

It is with great sorrow that I inform you of the death of one of our student's _____ in class _____, due to _____. This is a huge loss for _____'s family, our school and the community. The School's Critical Incident Management Team has met to plan our response.

Principal