



Acceptable Use Policy for Mobile Phones and Other Electronic Devices

Date reviewed in school: September 2024

Date Ratified: 16th April 2025

Signed (Chairperson BOG): T Wallace

Introduction

Donemana Primary School, in line with Department of Education guidance 2024, operates a 'No pupils' personal mobile devices on school premises' policy. This also applies when pupils participating in a school activity / social event / trip.

Donemana Primary School aims to develop a culture of responsible use of mobile phones and other electronic devices by pupils as part of internet safety, anti-bullying and digital responsibility learning and teaching.

Donemana Primary School further recognises that there are many benefits and learning opportunities to be gained from the use of technology such as mobile phones and electronic devices, however, the increasing technical sophistication of these devices raises the following issues and challenges which the school management must address:

- Mobile telephones represent a serious nuisance and form of disruption when they are left switched on in teaching areas or any other public forum within the school grounds
- Research has shown that some pupils experience bullying through the use of mobile phones and other electronic devices
- Picture messaging is being used to send inappropriate images and share these online
- Mobile phones and electronic devices are being used to take pictures without the subject knowing and many of these photographs are appearing on various websites. Such pictures can be digitally stored and manipulated as required.

Guidance for Pupils

- Pupils are advised that mobile phones and other electronic devices should not be brought to school without prior permission from the Principal and that the school is not liable for the theft, loss or damage of phones or other similar property belonging to pupils.
- Donemana Primary school defines 'electronic devices' as handheld or portable technology that can communicate, store, or transfer information, including but not limited to smartphones, tablets, laptops, Digital cameras, Portable game consoles, E-readers (Kindle), Smartwatches, Headphones and Music players.
- Parents should be aware if their child takes a mobile phone or electronic device to school.
- The use of mobile phones for any purpose within the school environment is prohibited during each school day.
- Pupils are prohibited from using, in the school grounds, any mobile telephone or electronic device which is capable of taking, storing or sending still digital images and/or video clips unless under direct guidance and supervision of a staff member and as part of a learning activity. This includes school social events and outings.
- The recording, storing and/or transmission of digital images within the school grounds is prohibited unless under direct guidance and supervision of a staff member and as part of a learning activity.
- Pupils and parents are reminded that in cases of an emergency, the school office remains the appropriate point of contact.
- Pupils may, in exceptional circumstances, and only when permitted to by the Principal, carry their mobile phones but must not use the phones for any reason, including to record images while in the care of the school. Pupils are responsible for ensuring that

their mobile phones and electronic devices are switched off.

Failure to observe the above rules will result in the immediate confiscation of the mobile phone / electronic device by the teacher observing or detecting the breach of any of the above rules.

When a pupil has his / her telephone confiscated the teacher will store it in a safe and secure location and log the relevant details:

- ⇒The time and place when the phone was being used
- ⇒The purpose for which the phone was being used

The Principal will be informed of the incident during his/her next break from class and will contact the parent / guardian as soon as practical.

Parents/guardians must then come to school personally to collect a confiscated phone/device from the Principal during his/her normal working hours.

Where a parent/guardian is unable to call at the school to collect the phone/device then other arrangements must be made, as the telephone will NOT be returned to the Pupil. A parent/guardian may send a letter to the Principal to nominate another appropriate adult to collect the telephone.

Sanctions

Inappropriate use of mobile phones or other electronic devices will be regarded as a breach of discipline and will invoke the School's Positive Behaviour Policy and / or anti-bullying policy.

Signed Principal
G Hay



www.donemanaps.com

02871398633

Principal:

Mrs G Hay

Parent/Guardian Permission

I have read and understand the attached information about the appropriate use of mobile phones and electronic devices at school and I understand that this form will be kept on file at the school and that the details may be used to assist in identifying a phone/device should the need arise (e.g. theft of the phone or if the phone/device is being used inappropriately).

I give my child permission to carry a mobile phone/device to school and understand that my child will be responsible for ensuring that the mobile phone/device is used appropriately and in accordance with school policy, as outlined in this document. I understand that the school will not be responsible for the phone/device if it is lost or damaged.

Parent Name (print) _____

Parent signature _____

Date _____

Mobile phone number _____

Student Name (print) _____

Student signature _____

Date _____

Teacher Name _____

Teacher signature _____

Date _____