



Mobile phone and electronic device policy

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1 About us

Saint Joseph's Community College seeks to create an inclusive school community where values, attitudes and behaviours consistent with its core values are fostered. In partnership with parents and the wider community, it respects individual self-worth and aims to provide a safe environment in which each student may achieve his/her full potential.

We are a state, co-educational, multi-denominational school underpinned by the core values of:

- Excellence in education
- Care
- Equality
- Community
- Respect



2 Introduction

This policy details the requirements of students bringing a mobile phone or electronic device to school.

3 Definition

This policy applies to any device that can electronically transmit, receive, record, store, or display images, videos, audio, text, or data. Examples include, but are not limited to, mobile phones, tablets, smartwatches, ear pods and laptops.

4 Reason for a policy

This policy supports a safe community. The misuse of mobile phones and electronic devices can compromise any member of the school's community's personal data, health, safety and wellbeing. They can also disrupt the teaching and learning environment.

5 Procedures in school

Saint Joseph's Community College encourages and supports all students to comply with the following procedures:

5.1 In class:

As students enter the class, they must turn off their phone/ silent and place it into the designated box which is left on the teachers' desk. The phone will remain there for the duration of the lesson. The student will ensure they take their phone from the box when leaving the class at the end of the lesson.

Students are not to engage with a smart watch during their lessons nor are they permitted to wear ear pods at any time.

5.2 Use of devices in school

Phones/ devices may be used with the explicit permission of the teacher to support teaching and learning methodologies in place at this particular time (e.g. online quizzes, photographic evidence of project work etc). In these situations, the class teacher will be very clear as to the scope of the use of the phone/ device.

5.3 Examinations

Procedures outlined in paragraph 4.1 will apply for mobile phones/ devices for in-school examinations. Under no circumstances should a student attempt to bring or use a mobile phone or device into any component of the state examinations. The state examinations commission (SEC) issue clear guidelines to all candidates regarding phone use and the sanctions that apply.

5.4 Extra-curricular events/ trips/ tours

Students are to comply with the directions given by their lead teachers. Failure to do so will be dealt with in accordance with the school's code of behaviour.

6 Communication to/ from parents

All communication from parents/ guardians to students should be made via the school's office. We strongly discourage parents from making direct contact with their son(s)/ daughter(s) for the reasons outlined in this policy. The school acts in loco parentis for all students during the school day and therefore making direct contact with your child and not the school, removes us from knowing where they are at any time.

Parents/ guardians must register with the schools app and use this for the submission of all notes including permission to leave requests. Students are also instructed on the use of the digital sign in/ sign out tablet.

7 Students with additional needs

Students who use assistive technology to support their needs (medical/ educational as determined by a relevant professional) will be granted permission to use these. The use of phones/ devices outside of their intended purpose or as described in paragraph 4.2 is prohibited.

8 Inappropriate use of phones

8.1 Sanctions

Where a student fails to comply with the school's approach to the use of digital devices as outlined in this policy, the following sanctions will apply:

8.2 First offence

The device(s) will be handed to a member of school staff where it will be kept in the school's office until the end of the school day. Their parent/ guardian will be notified and in partnership with the school, encourage their son/ daughter to support the effective implementation of this policy.

8.3 Second offence

The device(s) will be handed to a member of school staff where it will be kept in the school's office until the end of the school day. Their parent/ guardian will be notified and requested to personally attend the school to collect their son's/ daughter's device(s). The student will receive one referral as per the school's code of behaviour.

8.4 Third and subsequent offences

The device(s) will be handed to a member of school staff where it will be kept in the school's office until the end of the school day. Their parent/ guardian will be notified and requested to personally attend the school to collect their son's/ daughter's device(s). The parent/ guardian and student will be requested to attend a meeting with their Year Head to discuss the matter with a view to avoiding further incidences from occurring. Any sanction imposed will be at the discretion of the Year Head.

It will be deemed a serious offence for any student to knowingly be in the possession of a phone/ device and not hand it over as outlined in paragraph 4.1 or to use a second phone to mimic adherence with this policy whilst continuing to use their own during school times. Such incidences will be dealt with in accordance with the school's code of behaviour.

9 Responsibilities of personal electronic devices

Students who take personal electronic devices to school (as defined in paragraph 2) do so at their own risk. Saint Joseph's Community College and MSLETB as patron accepts no liability for loss or damage to devices while in school or at a school related activity.

10 Supporting policies

- Acceptable Use Policy
- Code of behaviour

11 Implementation

The date from which the Policy will apply is 9th December 2024, which is the date of adoption by the Board of Management, Saint Joseph's Community College.

Signed: _____

Bernadette Rowland
Chairperson of BOM

Signed: _____

John Bones
Secretary of BOM