



ST. KILIAN'S COMMUNITY SCHOOL

Electronic Devices System

St. Kilian's Community School promotes **learning for excellence, for life and for all.**

To ensure the best possible education for our students, we believe that everyone:

- Has rights and responsibilities
- Must be treated fairly and equally
- Should be supported to be the best they can be
- Should get value for the time they spend
- Must be shown respect
- Should feel welcome and have fun
- Must be able to access high quality facilities.

The inappropriate use of electronic devices has been identified as causing a disruption to class and regularly distracting pupils along with leading to confrontation, defiance and a detrimental effect on the learning environment. This document proposes a system of use for electronic devices that acknowledges the **rights** of everyone to use an electronic device but highlights the **responsibilities** that user has. It proposes a system where **everyone must be treated fairly and equally** and **shown respect**. Electronic devices are an important communication tool and play a huge role in modern culture but users must be aware of their responsibility to **ensure the best possible education for everyone** and respect everyone's protection from invasion of privacy, harassment and bullying.

This document is an Agreement as a result of consultation with representatives of staff, students and parents, and with the school's legal advisors.

Examples of electronic devices include mobile phones, personal music players, headphones, laptops, e-readers, iPads, cameras or recording equipment, electronic equipment etc.



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<u>Acceptable Use</u>	<u>Unacceptable Use</u>
<p>Electronic devices may be permitted in school:</p> <ul style="list-style-type: none">• Before 08.50• Morning Break• Lunch Break• After 15.44 (13.04 on Wednesday)	<p>Electronic devices may not be used:</p> <ul style="list-style-type: none">• During class time: (08.50-10.54) (11.10-13.04) (13.40-15.44)• On toilet visits.• When removed from class in relation to a disciplinary issue.• Between classes-moving from one room to another.• In the library
<p>At the beginning of class electronic devices are powered off and kept out of sight. They are safely and securely stored in pockets /school bag/ locker/ cloakroom. Electronic devices found in the school should be handed into the office.</p>	<p>Using electronic devices during class time affects learning and is a distraction to everyone. The school's responsibility is to ensure the best possible education for everyone.</p>
<p>An electronic device may be used with consent of the supervising teacher. The appropriate use is at their discretion and their responsibility. E.g. Teacher may ask pupils to photograph projects or listen to music.</p>	<p>An electronic device may only be used with the consent of the supervising teacher. Rule 8a states that "Pupils must obey directions given to them by the staff, both teaching and non-teaching. Any form of aggressive behaviour or signs of violence towards a member of staff together with offensive language, verbal abuse, defiance, harassment or any other unruly behaviour are strictly forbidden and may incur serious sanctions."</p>



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<u>Acceptable Use</u>	<u>Unacceptable Use</u>
<p>The Department of Education does not allow mobile phones to be used as calculators or clocks. This is also our school policy. Unless express permission is granted electronic devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other function or application during class time or on educational activities.</p>	<p>Personal music players, mobile phones, cameras or electronic equipment may not be used in the classroom. If they are they may be confiscated and held until parents may collect them. Such equipment must always be powered off during classes. Calls or text messages may neither be made nor taken during class time without express permission of a staff member (Rule 11). Any pupil caught using an electronic device to cheat in exams or assessments will face disciplinary action.</p>
<p>Electronic devices e.g. mobile phones can be an important communication tool. The school accepts that parents give pupils mobile phones to protect them from everyday risks involving personal security and safety especially for pupils travelling alone or commuting long distances to school. In the case of an emergency please contact the main office at 01-2828126/7/8/</p>	<p>Using electronic devices to bully and threaten other pupils is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.</p>
<p>The school may use images taken in school for bona fide educational or publicity purposes or on the school website (Rule 16).</p>	<p>Photo, video or audio recording of any kind or access to the Internet without the permission of a staff member is strictly forbidden. The posting of images taken in or about school or during school activities to websites, without the express permission of the school authorities, is strictly forbidden and may incur severe penalties (Rule 16).</p>
<p>It is the responsibility of the pupils who bring mobile phones to school to abide by the guidelines outlined in this document and obey all school rules in relation to the matter.</p>	<p>The mobile phone is the sole responsibility of the pupil and the school does not accept any liability of the phone is lost or stolen. Pupils bring electronic devices to school at their own risk.</p>



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Sanctions

1. Any pupil using an electronic device without the consent of the supervising teacher during class time will have the device **confiscated**. Class time is 08.50 to 10.54, 11.10 to 13.04 and 13.40 to 15.44. Electronic devices must remain 'out of sight'.
2. The teacher will record the confiscation of the device in the pupil's journal. The electronic device will be placed in an envelope in the main office. The pupil's name along with the name of the teacher will be marked on the envelope along with the date. The pupil may reclaim their electronic device at the **end of the school day**. The offence will be recorded in a logbook at the main office and the pupil must sign this in return for their electronic device. Refusal to hand over an electronic device is a serious breach of school rules.
3. If a pupil's electronic device is confiscated for a third offence a **parent/guardian must contact the Year Head to arrange the collection of the electronic device**.
4. *The principal or his/her delegate will have the power to check that an electronic device does not contain improper or inappropriate matter, or any content which may be a threat to the safety of the user or others. He/she may retain the device if necessary in order to confirm this or make a record of such material before the device is returned.*
5. Repeated inappropriate use may result in the withdrawal of the Agreement to allow the pupil bring the electronic device to school.
6. Persistent misuse may be referred to the **Deputy Principal/Principal or Board of Management** if necessary.