

**OUR LADY'S
SECONDARY SCHOOL**



Mobile Phone Procedures



Mobile Phone Procedure

Our Lady's Secondary School is a Voluntary Catholic Secondary School operating under the trusteeship of CEIST according to the traditions of the Sisters of Mercy. We, the staff and students, enjoy working together to realise our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge. We take a holistic approach focusing on the well-being and development of each individual socially, culturally and academically. Within our school community, each student is treated equally. All are considered uniquely talented, with effort valued as much as excellence. On a day-to-day basis, the Christian message inspires everyone in the school to be charitable, inclusive and understanding.

CEIST Charter

The core values of CEIST are designed to support and nurture the lives of the people at the heart of our school: students, staff, and parents. Its key principles focus on:

- *Promoting spiritual and human development*
- *Achieving quality in teaching and learning*
- *Showing respect for every person*
- *Creating community*
- *Being just and responsible*

1. Rationale

In line with Department of Education Circular 0045/2025 and our Code of Behaviour, Our Lady's Secondary School is committed to creating a phone-free environment during the school day. This policy reduces distractions, minimises risks of cyberbullying, promotes wellbeing, and aligns with our Acceptable Use, Bí Cineálta, Data Protection, and Child Protection policies. Department of Education Circular 0045/2025

2. Scope

Applies to all students from arrival at school until departure at the end of the day.

Includes all school activities during the school day, on or off school grounds.

Does not apply to travel to/from school or after-school activities/study.

3. Daily Process

Morning (8:55 am tutor time): Students turn off/silence phones, secure them in their Yondr pouch before the teacher/tutor, and store them away for the school day.

Class tutors will record whether each student has their Yondr pouch for their mobile phone on Compass during roll call.

End of Day: Phones are unlocked at designated un-pouching stations in the GPA.

Late arrival / early departure: Student's pouch/unpouch at the school office or at the other designated areas in the school.

4. Authorised Use

Teachers may permit phone use only where it enhances teaching and learning, in line with the school's Digital Learning Plan.

Authorised use must be supervised and clearly linked to curriculum outcomes.

5. Unauthorised Use & Sanctions

First Incident: Phone confiscated, returned at the end of the school day. Year Head contacts parents. Red Card recorded on Compass—one-hour evening detention issued.

Second Incident: Phone confiscated; parent/guardian must collect. Red Card recorded—two-hour evening detention issued.

Third Incident: Phone confiscated; parent/guardian collection required. Parent meeting with SMT arranged. Further sanctions may apply.

Persistent Breaches: Escalation through routine disciplinary procedures (up to suspension).

6. Forgotten / Lost / Damaged Pouches

Forgotten Pouch: Student leaves phone with Deputy Principal's office until the end of the day. Repeated forgetfulness will trigger a parent meeting.

Lost/Damaged Pouch: Student must purchase a replacement.

7. Exemptions

Exemptions apply for medical, well-being, or special educational needs, including: diabetes monitoring, seizure conditions, mental health communication, SEN supports, or EAL needs.

Any exemption must be approved by SMT, documented, and strictly limited to the stated purpose.

8. Misuse of Phones Outside Pouch

Recording without consent (staff or student) is a breach of privacy and will result in sanctions.

Offensive/once-off messages will be dealt with under the Code of Behaviour.

Posting harmful/defamatory content online will be regarded as bullying behaviour.

Sexting/sharing explicit material may be reported to Gardaí or TUSLA and could lead to suspension or permanent exclusion.

9. Related School Policies

This policy should be read alongside: Code of Behaviour, Acceptable Use Policy (AUP), Bí Cineálta Policy, Child Protection Procedures and Data Protection Policy.

10. Review & Communication

This policy will be published on the school website.

Parents, students, and staff will be consulted as part of the ongoing review.

The Board of Management reserves the right to amend this policy at short notice in the interest of pupils, staff, or the school.

Date of next Review: November 2027

Chairperson of the Board of Management:

Mary Keegan

Date:

3rd November, 2025