



# Nenagh College



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## Phone Use and Social Media Policy

### **Preamble:**

Nenagh College Management and Staff acknowledge the convenience to students and Parents of the availability of access to mobile phones.

They are a source of security to Parents in the event they may need to contact their children to arrange for collection from school at the end of a school day or after school outings if the students are not back in time for normal arrangements etc. For students, mobile phones can also be beneficial, if used appropriately and for the purpose for which they are intended.

**Having consulted with all partners in the enterprise of education at Nenagh College, the following were agreed as acceptable terms of use and sanctions for misuse:**

1. Students are welcome to bring their mobile phones to school
2. Phones are the responsibility of the student throughout the day.  
  
(Nenagh College accepts no responsibility for loss or damage to phones.)
3. Phones must be switched off during classes and may only be switched on at Morning Break / Lunch Time and at the end of the school day.

Phones can be switched on when a teacher requires them for an interactive lesson. (*Kahoot and other types of quizzes are useful in reinforcing the learning, but only require internet connection for ten minutes of a full class, hence booking a room or the mobile unit is not required.*)

(Phones may not be switched on between classes.)



4. Students may not use their phones for listening to music while moving between classes. The use of headphones reduces their awareness of what is happening around them and is a Health & Safety risk
5. Parents should, throughout the school day, avoid contacting their children using their mobile phones (other than at times outlined above). If you need to contact your son / daughter in an emergency, you should phone the school office and have the important message relayed to them.

(Appendix 1, attached, outlines the procedure in place for contacting your son / daughter during the day)

In the event of students having their phones on or in use during times other than those permissible (outlined above), the following will apply.

- The phone will be confiscated by the class teacher. The phone can be retrieved by the student at the end of that lesson. The teacher will place a note on the student's VSWare re: confiscation of phone.
- A second such incident noted on VSWare will result in phone being held in Principal's / Deputy Principal's office and will only be returned to the student's parent(s) / guardian(s)
- Failure on behalf of the student to surrender their phone, when requested to do so, will result in the student being removed from class and their Parents will be requested, by the Principal / Deputy Principal, to come to the school to assist in the removal of the phone from the student's possession.
- If the student continues to refuse to hand over the phone their parents will be requested to take them home until a resolution can be reached.

The inappropriate use of mobile phone can be extremely damaging to the dignity and wellbeing of other people.

(Appendix 2, attached, is a copy of the school "Dignity in the Workplace Charter")

If a student is suspected of inappropriate use of a phone the following will apply:

1. The student will be requested to reveal the inappropriate content / material on the phone.
2. Failure on behalf of the student to adhere to this request will result in the phone being confiscated and parents will be asked to come to the school.



3. The phone will remain in the possession of the Year Head / Deputy Principal / Principal until a meeting can be convened.
4. Parents will be notified that their son / daughter's phone has been confiscated.

The following are considered as inappropriate use of phones in school:

- Sending uninvited and unwelcome messages to other students.
- Use of a phone to threaten or harass another person.
- Any recording, audio or video, without the subject's permission.
- Reference to another person without their permission.
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- **This List is not exhaustive**

Ratification:

Properly convened meeting of Staff: 25<sup>th</sup> August 2017

Properly convened meeting of Student Council: 26<sup>th</sup> September 2017

Properly convened meeting of Parent Council: 25<sup>th</sup> September 2017

Properly convened meeting of Board of Management: 9<sup>th</sup> November 2017

Patron Body (Tipperary ETB): 27<sup>TH</sup> March 2018



## **APPENDIX 1**

Procedure for signing out of the school during the day.

The management of Nenagh College are acutely aware that there may be occasions when students need to leave school during the school day.

In order that we can honour our obligations to the students, under Health & Safety and ensure that the reasons for the student leaving the school are legitimate the following procedure is in place:

1. If you know in advance that your son / daughter will need to leave the school during the day you should put a note in their student journal outlining the reason(s). The student must show the note to their year head who will sign it. The student shows the note to their class teacher when they are leaving. The student must sign the "signing out book" when leaving the school.
2. In the case of unforeseen circumstances, the parents should contact the school directly @ 067 31525 to inform us that your son / daughter has permission to leave. The student must sign the "signing out book" when leaving the school and have a note for their year head on the next day of school. Parents must avoid contacting the students directly on their mobile phones and giving them permission to leave school as this puts the school in a very vulnerable position of being unaware of the reasons why your son / daughter has left school.

In the absence of 1 and 2 above we can only assume truancy on behalf of the student.



**APPENDIX**  
**2:**

**DIGNITY**  
**IN THE WORKPLACE**

We at Nenagh College:

Commit ourselves to working together to maintain a workplace environment that encourages and supports the right of dignity at work. All who work here are expected to respect the right of each individual to dignity in their working life. All will be treated equally and respected for their individuality and diversity. Bullying in any form is not accepted by us and will not be tolerated. Our policies and procedures will underpin the principles and objectives of this charter

All individuals, whether directly employed or contracted by us, have a duty and a responsibility to uphold this dignity at work charter.

Supervisors, Managers and Trade Union Representatives, where applicable, in the workplace have a specific responsibility to promote its provisions.

*This Charter was ratified by a properly convened meeting of the Board of Management on 28<sup>th</sup> September 2015.*