



Polasaí i Leith Úsáid agus Sealbhú Fóin Póca & Giúirléidí Leictreonacha

Use and Possession of Mobile Phone & Electronic Device Policy

Más rud é go bhfuil difríocht idir a bhfuil scríofa sa Ghaeilge agus as Béarla, glactar leis gurb é an leagan Gaeilge an leagan cruinn agus gur aistriúchán é an leagan Béarla.

Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.

Réasúnaíocht

- Is féidir le giúirléidí leictreonach ar nós IPod, fón soghluaiste, Ipad, Seinnteoirí MP3 srl a bheith ionsáiteach agus suaiteach i suíomh scoile.
- Caithfear straitéisí a chur i bhfeidhm chun ionsáiteachas teicneolaíocht nach bhfuil ceadaithe a laghdú sa suíomh scoile.
- Is féidir fón soghluaiste a úsáid chun bulaíocht a dhéanamh ar dhaoine.
- Is féidir le fón soghluaiste a bheith luachmhar agus páiste a bheith i suíomh go mbeadh an fón goidte uathu.
- D'fhéadfadh fón soghluaiste éad a tharraingt ar pháiste agus d'fhéadfadh sé seo impleachtaí a bheith aige d'iompar agus bulaíocht poitéinsiúil sa scoil.
- D'fhéadfadh úsáid fóin le ceamaraí iontu fadhbanna a chothú maidir le ceisteanna Chaomhnú Leanaí agus Cosaint Sonraí de bharr tógáil, úsáid agus scaipeadh de ghrianghraif mí-chuí.

Rationale

- *Electronic Gadgets such as I Pods, mobile phones, I pads, MP3s, PSPs etc. can be intrusive and distracting in a school environment. Strategies must be put in place to reduce the intrusiveness of unauthorised technology in a school situation.*

- *Mobile phones (and their cost and level of sophistication – or otherwise) can make pupils the subjects of envy or disparagement and could have implications with regard to discipline and potential bullying.*
- *Mobile phones can be valuable items and might render a pupil vulnerable to theft.*
- *Use of phones with integrated cameras could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.*

Aidhmeanna

- *Chun gach ball den Phobal scoile a chuir ar an eolas faoi úsáid cuí fóin póca & giúirléidí leictreonacha inár scoil agus chun na módhanna imeachta agus próisis sa pholasáí seo a leagadh amach.*
- *Chun ionsánna agus cur isteach ar fhoghlam na bpáistí a laghdú.*
- *Chun an scoil a choimeád ina ionad sábháilte, saor ó cibearbhulaíocht, bulaíocht trí théacs, agus chun suíomhanna a sheachaint go mbeadh éad agus deighilt á dtarraingt ar pháiste ag giúirléidí leictreonacha.*
- *Chun cabhrú le tuismitheoirí a bhíonn gá acu bheith in ann teagmháil fóin a dhéanamh lena bpáistí roimh/ina dhiaidh am scoile gan cur isteach ar ghnó agus éiteas na scoile.*
- *Tuigeann an Bord Bainistaíochta nach bhfuil sé réalaíoch polasaí a bheith ann a chuireann cosc ar daltaí fón póca a thógáil ar scoil. Ní amháin go mbeadh sé mí-phraiticiúil cosc a chur ar daltaí iad a iompar (mar gheall ar cé chomh tanaí is a d'fhéadach na fón a bheith sa lá atá inniu ann agus iad a chur i bhfolach) ach creidtear go mbeadh roinnt tuismitheoirí ann a bheadh faoi inní de bharr cúiseanna sláinte agus sábháilteacht agus muna mbeadh cead ag a bpáistí fón póca a iompar ar chor ar bith (agus gan a bheith in ann dul i dteagmháil leo i gcás go mbeadh sé de dhíth agus iad imithe ó suíomh na scoile).*

Aims

- *To inform all members of our school community about the appropriate use of mobile phones and electronic devices at our school and to outline the procedures and processes of this policy.*
- *To lessen intrusions on and distractions to children's learning*
- *To keep the school as a safe place, free of cyber bullying, text bullying and to avoid situations where electronic gadgetry could cause envy and division.*
- *To enable parents who need their child to be contactable after/before school to do so without affecting the workings and the ethos of the school.*
- *The School's Board of Management accepts that it is not realistic to have a policy which prohibits pupils from taking phones to school. Not only would it be impractical to forbid pupils from carrying them (when they latest phones are so slim that they could be hidden easily), but it is believed that a number of parents would be concerned for health and safety reasons if their child were not allowed to carry a phone at all (and might therefore be unable to contact their parents in respect of any situation that might arise once they have departed school grounds).*

Módhanna Imeachta sa Scoil

Tá an scoil ullmhaithe chun giúirléidí leictreonach agus fóin póca a cheadú taobh istigh de na pairesaméadair seo amháin:

- ❖ -Foirm a líonadh don Bhord Bainistíochta ag lorg cead dá pháiste fóin póca a thógáil leo ar scoil. Is leor foirm amháin gach scoil bhliain. Tá an fhoirm ar fáil ón oifig agus ba chóir go mbeadh an foirm tugtha go rúnaí na scoile théis é a líonadh.
- ❖ I gcás go dtógann dalta fón póca isteach ar scoil, caithfear é a mhúchadh chomh luath agus a bhíonn siad ar shuíomh na scoile (Ní leis an fhuaim amháin múchta). Níl cead ag daltaí aon fóin póca a úsáid i rith am scoile, ar suíomh na scoile, sa foirgneamh nó i rith aon gníomhaíochta scoile ar siúl taobh amuigh de suíomh na scoile (snámh nó eachtraí spóirt mar shampla). Caithfidh an dalta an fón a chuir i dtaisce go daingean agus i módh discréideach.
- ❖ Ní ghlacann an scoil freagracht ar bith d'fhóin póca nó guirléidí leictreonacha cailte, briste nó goidte ar thalamh na scoile nó ar thurasanna taobh amuigh den scoil.
- ❖ Má ghlacann dalta fón póca leo ar shuíomh na scoile, ar thuras scoile nó ag imeacht scoile, nó má thugann sé/sí cluiche leictreonach ar scoil gan cead, tógfar an fón/guirléid leis an SIM / cluiche uathu láithreach. Múchfar iad, cuirfear tuistí ar an eolas agus ní thabharfar an gléas/fón ar ais go dtí go dtagann na tuismitheoirí chun é a bhailiú. Má tharlaíonn sé arís, coimeádfar an fón/guirléid ar feadh seachtain, cuirfear tuistí ar eolas agus beidh orthu teacht chun é a bhailiú ón bPríomhoide.
- ❖ Má úsáideann dalta fón póca leo ar shuíomh na scoile, ar thuras scoile nó ag imeacht scoile gan cead, tógfar an fón/guirléid leis an SIM / cluiche uathu láithreach. Múchfar iad, cuirfear tuistí ar an eolas agus ní thabharfar an gléas/fón ar ais go dtí go dtagann na tuismitheoirí chun é a bhailiú. Má tharlaíonn sé arís, coimeádfar an fón/guirléid ar feadh seachtain, cuirfear tuistí ar eolas agus beidh orthu teacht chun é a bhailiú ón bPríomhoide.
- ❖ Má bhíonn cás ann go bhfuil fón/ceamara mí-úsáidte sa scoil, cuirfear an Cód Smachta i bhfeidhm ar leibhéal chéim ard.
- ❖ Má mhothaíonn múinteoir go bhfuil ábhar mí-oiriúnach stóráilte ar fhón póca & giúirléidí leictreonacha, beidh ar an dalta/daltaí an fón/na fóin a thabhairt don Phríomhoide ar an bpointe agus cuirfear an Cód Smachta i bhfeidhm ar leibhéal chéim ard.
- ❖ Meabhraítear do tuismitheoirí gurb é oifig na scoile an chéad pointe teagmhála i gcás éigeandála agus is féidir leat a bheith cinnte go sroichfear do pháiste go tapaidh agus go tacófar le do pháiste in aon bealach oiriúnach.

The school is prepared to allow mobile phones and electrical devices on the premises but only within the following parameters:

- ❖ *Parents must apply to the school Board of Management requesting that their child be permitted to bring his/her mobile phone to school. One permission form per school year is required. This form is available from reception and if approved, will be kept on file.*

- ❖ *Where a pupil brings a mobile phone to school, the phone must be turned off once they are on school property (being on silent does not suffice) and remain off for the duration of the school day. They may not be used, for any purpose, on the school premises, grounds or during off-site school activities (such as swimming or sports activities). Phones must be stored securely and discreetly by the pupil.*
- ❖ *The school holds no responsibility for phones or devices lost or stolen or damaged on school grounds or on trips outside the school.*
- ❖ *Any pupil who has a mobile phone/electronic device without permission will have the device confiscated immediately. Parents will be called to come to collect the phone from the school principal. If there is a further infringement of this rule the phone/gadget will be kept in the school for a week, the parents will be informed and the parents must collect the phone/gadget personally after the week is up.*
- ❖ *Any pupil who activates their phone/electronic device or use it in any capacity on school grounds, on a school tour or at a school event will have it confiscated along with the SIM. The device will be turned off, parents will be informed, and the phone/gadget will not be returned until the parent(s) collect the phone from the school Principal. If there is a further infringement of this rule the phone/gadget will be kept in the school for a week, the parents will be informed and the parents must collect the phone/gadget personally after the week is up.*
- ❖ *If there is ever a situation where it is found that a phone/camera phone has been misused within the school grounds, it will be treated as a gross misdemeanour through the Code of Behaviour.*
- ❖ *If a teacher has any suspicion that a mobile phone has unsuitable material stored on it, pupils will be required to hand over the phone to the Principal and it will be treated as a gross misdemeanour through the Code of Behaviour.*
- ❖ *Parents are reminded that in cases of emergency, the school office remains the first point of contact and can ensure that your child is reached quickly, and helped in any appropriate way.*

Foireann

- Bíonn ar bhaill foirne a gutháin a choinneáil ina dtost i rith uaireanta scoile. Déanfar glaochanna nó téascanna i rith am sosa nó am lóin amháin. Níor cheart go bhfeicfeadh na páistí fóin in úsáid ag na múinteoirí ag aon am sa seomra ranga. Bíonn eisceachtaí i gcás go bhfuil ball foirne ag súil le glaoch práinneach msh. Nuacht faoi dhuine muinteartha atá tinn. Caithfear an teolas sin a roinnt leis an bPríomhoide roimh ré.
- Ba chóir go mbeadh glaochanna maidir le eagraíochtaí scoile déanta tríd an fón in oifig na scoile.
- Coinneófaí úsáid fóin póca baill foirne chomh íseal agus is féidir agus go ndéanfaí /nglacfaí le glaochanna in áit nach bhfuil páistí i lathair.
- I gcás éiscaíochta, beidh cead ag an múinteoir an fón a choimeád ar siúl ar feadh tréimhse. Ba chóir go míneofadh an múinteoir é seo do na páistí.
- Iarrtar ar mhúinteoir a bhfón a chur ar siúl nuair atá siad ar thuras scoile ionas gur féidir leis an scoil dul i dteagmháil leo más gá.
- Ní thugann baill foirne a gcuid uimhreacha fóin féin do dhaltaí nó do thuismitheoirí/caomhnóirí.
- Má tá aon múinteoir nó C.R.S. ag úsáid a bhfóin chun griangraif a thógáil de na páistí

i rith eachtraí/imeachtaí scoile, caithfidh siad iad a sheoladh go dtí an leas-Príomhoide roimh deireadh an lae. ‘Sé suas don mhúinteoir/ C.R.S. aon griangraif a ghlanadh fad is atá siad roinnte leis an leas bPríomhoide.

Is é dearcadh an Bord Bainistíochta nach chóir go bhfeice na páistí múinteoirí ag déanamh teagmháil ar a bhfóin ach amháin i gcás eigeandála.

Staff

- *Staff members will keep their phones on silent during school hours and personal calls/texts should only be made during the school breaks. Pupils should not see staff members on their phone during class / contact time. There are exceptions to this: If a staff member is expecting an urgent call (eg. News regarding a family illness etc.) They must inform the Principal of this in advance of implementing this exception.*
- *Any calls for school business, school tour arrangements etc. should be made via the phone in the school office.*
- *In exceptional circumstances, (eg a car has broken down en route to school and a mechanic is to call) the teacher may keep the phone on for a period with the permission of the school Principal.*
- *The use of mobile phones by staff for essential calls should be kept to a minimum and should be taken/ made in an area where pupils are not present.*
- *Teachers switch on phones when out on school trips in the locality or further afield.*
- *Staff members do not give out their phone number or that of any other staff member to pupils or parents/guardians.*
- *Teachers/S.N.A.'s using their phones to take photographs of pupils undertaking certain school related activities or partaking in school events, should forward their photographs to the Deputy Principal before the end of the day for safe storage and for sharing on the school website and social media. It is the responsibility of the teacher/SNA to delete any photographs saved on their phone once the photographs have been shared.*

It is the Board of Management's position, that pupils should not see teachers communicating on their phones during school times except in an emergency.

Clár ama Athbhreithnithe *Review*

Déanfar athbhreithniú ar an bpolasaí seo go rialta. Beidh sé curtha ar an suíomh gréasain scoile agus tuismitheoirí curtha ar an eolas tríd an Nuachtlitir. Beidh sé pléite leis na páistí sna ranganna agus ag tionól.

This policy will be reviewed regularly. The policy will be available on our school website and parents will be informed of this through our monthly newsletter. The policy will be discussed with the pupils in all classes and at assembly.

Daingniú *Ratification*

Daingnithe ar an 7ú Meitheamh 2017.

Ratified on June 7th 2017.

Sínithe: _____ Dáta _____

Caththaoirleach