



Mobile Phone & Personal Electronic Devices (PED) Policy

1. Introduction

This policy has been developed in response to the increased use of mobile phones and personal electronic devices among primary school pupils and in accordance with Department of Education Circulars 0038/2018 and 0044/2025. The policy aims to promote a safe, focused and respectful learning environment for all members of the school community.

2. Scope

This policy applies to all pupils, staff, parents/guardians and visitors during school hours, on school grounds and during all school-related activities including tours, trips and extra-curricular events.

3. Definition of Personal Electronic Devices (PEDs)

For the purposes of this policy, PEDs include mobile phones, smart watches, tablets, or any device capable of internet access, communication, photography, video or audio recording.

4. Rationale

The presence of personal devices may distract from learning, compromise privacy and safeguarding, and may contribute to cyberbullying or misuse of images. Restricting their use supports student wellbeing, concentration and safety and ensures a safer learning environment for pupils and staff.

5. General Rule

Pupils are not permitted to bring mobile phones or personal electronic devices to school or to any school-related activity. The school telephone remains available for communication between home and school when required.

6. Exceptional Permission Procedure

In exceptional circumstances (e.g. medical / safety needs etc), parents/guardians may apply in writing to the Principal for permission. The Application Form in Appendix 1 must be completed and submitted to the school. In cases where permission is granted:

- the device must be switched off before coming onto school grounds
- the device must be placed in a sealed envelope or zip lock bag which is clearly labelled with the pupil's name and class (provided by pupil, not school)
- the device is handed to the class teacher at the beginning of the day
- the device is collected by the pupil at the end of the day
- the device may not be accessed during the school day.

7. Storage and Responsibility

The school does not accept responsibility for loss, theft or damage to any personal device brought onto school premises. Devices are brought at the owner's risk.

8. Breaches of Policy

Devices found in a pupil's possession without permission will be confiscated, switched off and stored securely. They will be returned only to a parent/guardian. Repeated or serious breaches will be addressed under the school's Code of Behaviour. Unauthorised photography or recording of pupils and/or staff is considered a serious offence and breach of our Code of Behaviour and may require the involvement of Tusla and/or An Garda Síochána where appropriate.

9. Staff Use

Staff members do not use personal devices during teaching time or supervision except in emergencies or for authorised professional purposes. Calls should be taken away from pupils or during break times.

10. Review and Ratification

This policy will be reviewed periodically by the Board of Management.

Ratified by the Board of Management on: 04/03/26

Signed: *Carmel Wemyss*

Date: 04/03/2026

Chairperson, Board of Management

Appendix 1

Mobile Phones/Personal Electronic Devices (PED) Consent/Application Form

I / We have read and understand the school's *Mobile Phone and Personal Electronic Devices Policy*.

I / We understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist/identify a phone should the need arise (e.g. if the phone/PED is being used inappropriately).

I / We understand that the school is not responsible for my child's mobile phone/PED or any loss/damage to my child's device.

I / We give my / our child _____ (insert child's name) permission to carry a mobile phone/PED to/from school and understand that he will be responsible for:

- ensuring that the mobile phone/PED is switched off during school time/activities (unless being used for medical reasons)
- placing the phone in a labelled envelope/zip lock back
- handing it up to the class teacher at the start of school
- collecting it from the class teacher at the end of the day

Please outline the exceptional circumstances as to why your son needs to bring a mobile phone/PED to school:

Parent Signature: _____

Pupil signature: _____

Mobile phone number of pupil device (where applicable): _____

