

# St. Patrick's Junior School

## Phone Policy for Staff and Children

### **Pupils:**

Considering the young age of the student population in this school it is not envisaged that pupils will have a personal mobile phone.

However in the event that a pupil has a mobile phone it should be noted that camera phones are absolutely forbidden.

Should a child have a phone in school it should be turned off. If it is in use it will be confiscated and the parent of the child will have to collect it from the Principal's office.

### **Staff:**

Mindful of the duties and responsibilities assigned to staff working with children, it is vital that staff be engaged with children at all working times. In this context, access to phones should be limited to emergency only.

The school land line should be used for all work related calls

### **Work Calls:**

Parent Teacher meetings may not take place by phone. Calls to parents/guardians should be kept as short as possible. An appointment should be made to meet.

Calls to other professionals should be made in consultation with the Principal and classroom supervision will be arranged where appropriate.

### **Personal Calls:**

Personal calls should only be made during break time

The land line number should be used as the emergency contact number for all staff

Personal calls should be reserved for urgent matters

Should an emergency call be received the Principal will arrange supervision if necessary

### **Mobile Phones:**

Mobile phones may be turned on during lunch times

Mobiles must never be used in the presence of pupils

Mobiles should not be used as time pieces/calculators etc by the teacher in the class or yard.

Texting should follow the same rules in relation to calls

Staff may need to communicate (by text/call) with the school when on away trips as necessary

It is acknowledged that the Principal's mobile phone is used extensively for work related issues.