



## Mobile Phone Policy

### Mobile Phones and other devices.

Mount Sackville seeks to create an environment where students can focus on learning, creating and discovering as well as nurturing positive relationships.

In the interest of student wellbeing, the use of mobile phones are not allowed in school. If a student needs to contact home during the school day, and especially if she is feeling ill and needs to go home, this must be arranged on the school phones in the main office.

If a parent/guardian needs to make urgent contact with their daughter, a call should be placed to the school office and a message will be passed on with immediate effect.

Mobile phones are forbidden in examination centres. This is a Department of Education regulation during State Exams and Mount Sackville House exams mirror this policy.

**Mount Sackville Secondary School is promoting a 'phone-free' environment. A student bringing a phone to school must carry it in a Yondr pouch. Students may not use phones during the school day or during school activities unless given prior permission by a teacher. Each student will be assigned a personal Yonder Pouch. It is each student's responsibility to bring her Yondr pouch to school each day, to keep it in good condition and not cause any damage to it. It is imperative that any damage to a pouch is reported to the student's class tutor.**

### Daily Process

All students should have their pouches open on arrival at their tutor class at 8:30am. At the beginning of tutor class, students will be requested to:

1. Turn off or silence their phone.
2. Place their phone inside their Pouch and secure it in front of the tutor.
3. Store their phone in the pouch for the day unless a teacher deems it necessary as a learning support for class. Note: *Senior cycle only*.
4. At the end of the school day there will be un-lockers available to open all pouches.
5. Students arriving late or leaving early will pouch/un-pouch their phones at the main office.

### *Authorised use of phone during school day*

As above, phones may be un-pouched by teachers in class throughout the school day where the teacher feels the use of a phone will be of benefit in teaching and learning. (This is relevant for senior cycle classes only.)



### ***Un-Authorised use of phone during school day***

If a student uses their phone or is found without their phone in a pouch during the school day the following sequence of sanctions will apply:

#### ***1st Time:***

The staff member will send the student to the Deputy Principal's office and will email the DP to alert them of the phone incident. The phone will be confiscated and held until the end of the school day. **The student** may collect the phone from the front office at the end of the day.

#### ***2nd Time***

The staff member will send the student to the Deputy Principal's office and will email the DP to alert them of the phone incident. Parents/Guardians will be contacted and informed that their daughter has been found without their phone in a Yondr pouch for a second time. The phone will be confiscated and held until the end of the school day. **The student** may collect the phone from the front office at the end of the day. A student detention will be put in place.

#### ***3rd Time***

The staff member will send the student to the Deputy Principal's office and will email the DP to alert them of the phone incident. Parents/Guardians will be contacted and informed that their daughter has been found without their phone in a Yondr pouch for a third time. The phone will be confiscated and held until the end of the school day. **A parent/guardian** must collect the phone and a meeting with parents/guardians will be required. Further sanctions will be applied as in the usual manner where students repeatedly fail to comply with the school's Code of Behaviour.

#### ***Forgotten Pouch***

If a student forgets her pouch, she will go to her tutor who will pouch the phone for the day. It will be kept in the front office and student can collect it at the end of the school day. If a student consistently forgets her pouch, a parent/guardian meeting will be required.

#### ***Lost or Damaged Pouch***

Any loss or damage of the pouch that renders it unusable will result in the student purchasing a new pouch at a cost of €20.