



# HOLY FAMILY JUNIOR NATIONAL SCHOOL

## River Valley, Swords, Co Dublin

Principal: Ms M McNally  
Deputy Principal: Ms E Keely  
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### Mobile Phone & Electronic Device Policy

#### Introduction

This policy was drawn up in response to the increased use of mobile phones/hand held electronic devices in recent years. It has been drawn up following recommendations in the Department of Education Circular 0038/2018 and consultation with the staff and parents' association of this school.

#### Rationale:

The following procedures have been put in place regarding usage of mobile phones and electronic devices in our school, due to the facts that:

- We are a Junior National School. Children attending our school do not need access to a phone as all necessary communication with home, and from home will be made via the office.
- Mobile phones/Smart phones, Tablets (iPads etc), Game Boys/PSPs, MP3s/iPods, electronic games etc. are intrusive and distracting in a school environment and are detrimental to the development of social skills.
- The school is obliged to put strategies in place to prevent the use of unauthorised technology in a school situation.
- Mobile phones may be used to conduct bullying campaigns.
- Young children known to be carrying a mobile phone/device may become targets for theft/data loss/misuse of social media etc.
- To ensure that electronic devices in and owned by the school (iPads, computers etc.) are used under the instruction and supervision of staff only, and are used for educational and learning purposes.

#### Aims:

It is our aim to:

- To lessen intrusions on and distractions to children's learning during the school day.
- To ensure children have maximum opportunities to socialise positively during break times.
- To ensure that electronic devices in and owned by the school (iPads, computers etc.) are used under the instruction and supervision of staff only, and are used for educational and learning purposes.

#### Relationship to School Ethos

The use of mobile phones and other electronic devices contravenes the provision of a safe and secure school environment and is not conducive to learning, a provision which is central to the mission statement and ethos of Holy Family Junior National School.

#### Children and Parents

The following are this school's procedures for mobile phone/electronic device usage in the school;

- Children are not allowed to use mobile phones or their own personal electronic games or devices during school hours.
- We recognise that some parents provide their children with phones for outside school hours. While in school, pupils are not permitted to use their mobile phones which should be switched off and kept in a school bag. (Wording from AUP)

- Liability for any loss, damage or theft of any device is NOT under any circumstance the responsibility of the staff or Board of Management.
- Any required contact with parents/guardians during school hours will be made by a teacher or other school staff using school phone.
- The use of School owned electronic devices (iPads/ laptops etc.) is strictly under the supervision of staff and in line with our ICT Policy and Acceptable Usage Policy.
- Parents are advised to ensure that they are fully aware of their responsibilities, recommended ages for use and potential risks (cyber-bullying, social media and content security) encountered when permitting their child(ren) access to/use of mobile hand held devices.
- In accordance with the Bí Cinéalta Procedures to Prevent and Address Bullying for Primary and Post Primary Schools, a school is not expected to deal with bullying behaviour that occurs when students are not under the care or responsibility of the school. However, where this bullying behaviour has an impact in school, schools are required to support the students involved. Where the bullying behaviour continues in school, schools should deal with it in accordance with their Bí Cineálta policy.
- When hosting a school event where parents are permitted to take photographs or videos the school will;
  - Make it clear that any images taken must be for private use only
  - Inform parents that Data Protection legislation may be contravened if photographs or videos taken at a school event are placed on the internet
  - An announcement will be made at the start of events to provide guidance for parents.

#### Staff

- Use of instant messaging services and apps such as WhatsApp is allowed for staff in Holy Family Junior National School as a means of organisational communication. (Wording from AUP)
- Staff personal calls and texts are ordinarily confined to break times (but not while on yard duty).
- All staff should have their phones on silent during class time.
- It is acknowledged that teachers and SNAs may need to be contactable by their family / their children's school etc. during the day, so phones may be left in view (while on silent) throughout the school day. Staff personal calls on their mobile phones may be answered in cases of such emergencies.
- The Principal/Deputy Principal may have his/her mobile phone turned on at all times during the school day, so that they are contactable by the office / staff (in case of emergency) at all times.
- Staff personal mobiles may also be used to contact the Principal/office in the case of an emergency in the classroom / yard etc.
- Staff should not use personal phones to contact parents, school phone should be used. Personal phone numbers should not be given to parents. In an emergency where the staff member needs to contact home they should ensure that their personal number is not displayed.
- Classroom supervision is organised where a class teacher has to contact other professionals or outside agencies in relation to a particular child. This contact is made using the school phone.

#### Implementation, Review and Communication

This policy was initially drafted and introduced in October 2018. It was updated and ratified on 19<sup>th</sup> May 2025. This Policy is available to view on the School's website or a copy can be accessed from the School office.

*This policy will be reviewed as and when necessary.*

Signed: Una Whelan  
 Ms Una Whelan, (Chairperson)  
 Board of Management, Holy Family J.N.S.

Dated: 26/5/25