

St John the Baptist Infant Girls' School  
Seafield Road  
Clontarf  
Dublin D03 XK27  
Telephone: 01 833 2459  
Email: [secretary@belgrove.ie](mailto:secretary@belgrove.ie)  
Website: [www.belgrove.ie](http://www.belgrove.ie)



Scoil Eoin Baisde Cailíní Naoidh  
Bóthar Ghort na Mara  
Cluain Tarbh  
Baile Átha Cliath 3

Principal: Dearbhla O'Driscoll  
Acting Deputy Principal: Fiona Gearty  
Chair, Board of Management: Paul Nolan

## **Use of Phones Policy**

### **Introduction**

This policy was drafted by the staff and Board of Management of the school, in consultation with the parents/guardians of the children. A review of all elements of the policy will take place as and when necessary. It is envisaged that the outcomes will lead to a revision of policy and changes to specific practices as appropriate.

### **Policy Rationale**

The need for the school to devise a policy on phone usage is primarily to inform staff, children and parents/guardians in relation to acceptable usage of phones on the school premises during school time.

### **Aims and Objectives**

The aims and objectives of this policy are, to ensure the integrity of teaching and learning time during the school day as well as the welfare and safety of the children.

### **Landline**

Staff will have access to the school landline for school purposes. In general, personal calls should be made during Break times and before or after school. Incoming personal calls should be reserved for urgent matters. Calls to a parent/guardian, other professionals or outside agencies should be kept as short as possible. Where a lengthy conversation with a parent/guardian is required, appointments should be made to meet with them. Calls to outside agencies and other professionals should always be made in consultation with the Principal or Deputy Principal.

### **Mobile Phones**

Staff should ensure that personal mobile phones are switched to 'silent' during class times. Personal calls will normally be confined to Break times. The use of mobile phones to make or receive calls or texts should be avoided during class times, except in the case of urgency or emergency, and only then in a setting removed from the children and the classroom.

### **Phone Policy for Children**

Children will have access to the school landline, under the supervision of the school secretary, in the case of an emergency. Children are not allowed use mobile phones on the school premises, i.e. in the school-yard or school building. All mobile phones must be switched off

and kept out of sight. The school cannot accept responsibility for any loss or damage to mobile phones.

Making or receiving a phone-call or text, videotaping or taking photographs is strictly forbidden. If a child uses a mobile phone at school, he/she will receive a verbal warning on the first occasion and the class teacher will hold the phone until home time. On a second or subsequent occasion, the principal will hold the phone until the parent(s)/guardian(s) of the child meet with the principal and the class teacher.

**Ratified by the Board of Management**

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**Paul Nolan**  
**Chairperson, Board of Management**

**24 May 2018**