

## FAO PUPILS, STAFF, PARENTS/GUARDIANS

### BOARD OF MANAGEMENT POLICY ON THE POSSESSION OF AND USE OF MP3, IPODS, PERSONAL DIGITAL ENTERTAINMENT ITEMS.

#### *Rationale:*

Due to the difficulties experienced with the use of the above items

*e.g.– arriving late to class for not hearing the bell or putting item in locker; wasting class time removing earphones; causing disruption by using these items in class; not hearing instructions or announcements over the PA System; loss of the item;*

it will be forbidden to use such item at any time on the school campus **other than at lunchtime.**

These items should be kept in lockers and use of these items in class or in the corridors will result in the item being confiscated for one week. The item must be handed over upon request by a member of staff. A second offence will see the item confiscated for one month and returned only after a letter from the pupil's parent/guardian to the Board of Management requesting the return of the item with an assurance that the pupil will not bring such item to school again.

UNAUTHORISED RECORDING OF STAFF OR PUPILS, TRANSFER OF IMAGES OF STAFF OR PUPILS, OR USING ELECTRONIC EQUIPMENT TO HARRASS – WILL BE CONSIDERED AS A SERIOUS DISCIPLINE OFFENCE. THE BOARD WILL RESPOND APPROPRIATELY IN SUCH CASES AND WILL HAVE THE FULL RANGE OF SANCTIONS OPEN TO THEM. IN SUCH CASES THE ITEM WILL NOT BE RETURNED UNTIL THE INCIDENT HAS BEEN DEALT WITH TO THE BOARD'S SATISFACTION. THE PUPIL WILL LOSE THE PRIVILEGE OF HAVING PERSONAL DIGITAL EQUIPMENT IN SCHOOL.

The Board of Management can accept no responsibility for loss of any such item.

**Approved by the Board of Management 27<sup>th</sup> September 2007**

## **AMENDMENT:**

**PUPILS WILL BE PERMITTED TO BRING DIGITAL ENTERTAINMENT ITEMS INCLUDING A CAMERA PHONE ON SCHOOL TRIPS. HOWEVER TAKING OR SENDING INAPPROPRIATE IMAGES, *UNAUTHORISED RECORDING OF STAFF OR PUPILS, TRANSFER OF IMAGES OF STAFF OR PUPILS,* OR USING THE PHONE TO HARRASS – WILL BE CONSIDERED AS A SERIOUS DISCIPLINE OFFENCE. PUPILS ARE PROHIBITED FROM RECORDING STAFF OR PUPILS ON MOBILE PHONES WHILST ON SCHOOL TRIPS. PUPILS ARE PROHIBITED FROM POSTING IMAGES OF STAFF AND PUPILS ONTO SOCIAL NETWORKING SITES. THE SCHOOL WEBSITE WILL BE THE OFFICIAL RECORD OF SCHOOL TRIPS AND PUPILS WILL HAVE THE FACILITY OF SUBMITTING CAMERA IMAGES FOR INCLUSION ON THE OFFICIAL RECORD. THE BOARD WILL RESPOND APPROPRIATELY IN CASES OF UNAUTHORISED RECORDING OR MISUSE OF CAMERA PHONE AND WILL HAVE THE FULL RANGE OF SANCTIONS – INCLUDING EXPULSION - OPEN TO THEM. IN SUCH CASES THE PHONE WILL NOT BE RETURNED UNTIL THE INCIDENT HAS BEEN DEALT WITH TO THE BOARD'S SATISFACTION. THE PUPIL WILL LOSE THE PRIVILEGE OF HAVING A MOBILE PHONE IN SCHOOL.**

**Approved by the Board of Management 13<sup>th</sup> March 2008**