Loreto Secondary School
Letterkenny

E: info@loretoletterkenny.ie
T: 074 912 1850
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Mobile Phones and Personal Smart Device Policy

1. Introduction

The aim of this policy is to protect the welfare, well-being, and safety of all within our school community and to provide an environment conducive to excellent teaching and learning. Loreto Secondary School recognises that while mobile phones are integral to modern life, they can inhibit social development and prevent effective learning in a school setting. This policy is underpinned by our core values of:

- **Respect, Justice, Honesty, Sincerity and Joy**

This policy should be read with reference to the **Code of Behaviour** and the **Acceptable Use Policy (AUP)**.

In order to assist the school in implementing this policy, parents/guardians are asked not to arrange to contact students by mobile phone at any time during the school day. Contact with the school may be made through the office at 074 9121850, and students are directed to use the office phone in emergencies.

2. Policy Regulations

A. First Year Students 2026/27 (Phone Pouches)

1. For the 2026/2027 academic year, all **First Year students** are required to use a Phone pouch.
2. Upon entering the school campus, First Year students must turn their phones off and secure them in their assigned phone pouch **when in the school.**
3. The pouch will remain locked until the end of the school day, when students may use the unlocking devices at designated exit points.
4. The pouch remains the property of the school; any loss or damage will incur a **€15 replacement fee**

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B. Second Year to Sixth Year Students 2026/27

1. Students in these year groups are **not** required to use Phone pouches but must adhere to phones being switched off and out of sight **when in the school.**
2. Mobile phones and personal smart devices (including smartwatches and earpods) must be **switched off and stored out of sight** (e.g., in lockers or school bags) for the entire duration of the school day.
3. Devices must not be seen or heard at any time **when in the school** including during break and lunch times.

3. General Rules & Procedures

- **Communication:** All emergency communication between parents and students must go through the **School Office, 0749121850.**
- **Medical Exceptions:** Students requiring phone access for medical reasons (e.g., blood sugar monitoring) may apply for an exemption or an adapted pouch upon receipt of a **consultant's letter**.
- **Educational Use:** Under senior management guidance, a teacher may permit supervised phone use for specific classroom activities. Devices must be put away immediately after the activity.
- **Photography and Recording:** Mobile phones/smart phones may not be used for photographs or recording. Using phones in such a way can seriously infringe on people's rights and appropriate sanctions will be imposed.
- **Bullying:** Incidents where students use mobile phones to bully others or send offensive messages will be investigated under the school's Bí Cineálta policy and Code of Behaviour. It is a criminal offence to use a mobile phone to menace or harass another person, and the school may involve the Gardaí in such incidents.
- **Responsibility:** The school accepts **no responsibility** for replacing lost, stolen, or damaged mobile phones. The safety and security of devices is wholly a matter for students and parents/guardians.

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4. Sanctions and Enforcement

- **Confiscation:** If a student (regardless of year group) has their phone out without permission, the device will be **confiscated** and stored in the school office.
- **Collection:** Confiscated phones must be collected by a **parent or guardian** during office hours.
- **Serious Breaches:** Bringing a "decoy" phone while keeping a second active device, or repeated defiance of this policy, will be considered a serious breach of the **Code of Behaviour** and may result in disciplinary action up to and including suspension.

This policy will be reviewed in 2026/27.

Signed: _____ **Date:** _____