St. Paul's Secondary School

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ST PAUL'S SECONDARY SCHOOL POLICY ON PERSONAL ELECTRONIC DEVICES (PEDs)

Section 1

What is a Personal Device?

A Personal Electronic Device (PED) means any device that the student can use to electronically communicate, send, receive, record, store, reproduce or display picture, video voice and/or text communication or data. These include, but are not limited to, all phones, mp3/4 players, gaming devices, i-pads, tablets, electronic watches and lap-top computers.

Why do we have a policy for PEDs?

New technology has many advantages and St. Paul's supports this. However, the misuse of PEDS can damage the health, security and dignity of any member of the school community, disrupt learning and cause undue stress and anxiety. It is our obligation to ensure an optimum learning environment as well as the safety and well-being of all members of our school community.

PEDS in School (class and break times)

PEDs (including all phones) should be switched off and not be visible at all times during class and at break times except with the express permission of the teacher and/or Principal/Deputy. It is strictly forbidden to photograph/film/record another person as it violates a person's right to privacy and dignity. Pouches are provided to all students and those who bring a phone to school must have the phone in the pouch while on the school premises.

Any PED equipment seen, heard or used during class will be immediately confiscated by staff, placed in a confiscation envelope and given to the Principal/Deputy. No responsibility will be taken for loss/damage to same. St. Paul's Secondary School management reserve the right to check the device in the presence of the student, to ensure that it has not been used inappropriately, i.e. to photograph/film/record any other person. If it has not, it will be returned to the parent(s)/guardian(s):

1st Confiscation: returned at the end of the school day – up to **4.30pm** (must be collected by parent/guardian). This is a Report Card offence.

2nd Confiscation: returned after 2 school days (must be collected by parent/guardian). This is an automatic after-school detention.

3rd Confiscation: returned after 5 school days (must be collected by parent/guardian). This is an automatic after-school detention.

Failure or refusal to hand over the PED at any time is deemed a serious offence, will result in an after-school detention and furthermore, the student may face suspension.
Should the device have been found to be used inappropriately, procedure is followed as set out in **Section 2** below.

General Rules on the use of PEDS in St Paul's Secondary School
A student who wishes to go home or leave the school premises for any reason during the school day must arrange to do so through the school office and not independently by mobile phone. All students must sign out when leaving the school and sign back in again when returning. This ensures that correct procedures for leaving the school are adhered to.

The school authorities cannot take responsibility for students to arrange to go home by mobile phone without following proper procedures. Any such arrangement is a breach of the Code of Behaviour and will incur sanctions.

Where a student brings a phone to school, it must be switched off and placed in the pouch provided by the school. We recommend that the switched-off phone be stored in the student's own locked locker/school bag, as St. Paul's will not take any responsibility for lost, damaged or stolen devices.

PEDs should never, in any circumstances, be brought to examinations.

The requirement that PEDs must be switched off may not apply where student is using the device for an educational or instructional purpose with the teacher's express permission and supervision.

Exemptions from the Mobile Phone Pouch will be dealt with in line with our Mobile Phone Pouch Policy.

These rules also apply on school trips and at all school activities, i.e. PEDs should be switched off and mobile phones should be in the pouch provided by the school. Access to the phone may be possible at the discretion of the teacher.

Section 2

Inappropriate use of PEDs in school or on School-related activities
A student who possesses a PED shall be solely responsible for its care. The provision of pouches means that the following are considered serious offences:

- No student has permission to access the school computer network system /server
- The inappropriate taking of pictures, recording or videoing of another person/people is strictly forbidden on school grounds at any time or on any school related activity off or on school grounds.
- Making abusive or threatening calls or sending or posting messages or texts of this nature to any member of the school community at any time is strictly forbidden.

- Student use of PEDs shall be strictly prohibited in areas including but not limited to locker areas, changing rooms, bathrooms and classrooms.
- Students shall not use PEDs in school or on school-related activities to access and/or view internet websites that are otherwise blocked to students at the school. Blocked sites include, but are not limited to, social networking sites.
- Bullying using PEDs (including phones) will be dealt with under the Discipline Policy and **Bí Cineálta** Policy. This breach of school rules may result in suspension and possible expulsion.
- A student's 365 profile photo should not be modified or edited in any way.

Should a student be found to have used a PED device inappropriately as detailed above, the following procedure will be followed:

1. Suspension, Exclusion/Expulsion (see Procedures for Suspension, Exclusion and Expulsion).
2. The student and his/her parents/guardians reaffirm their commitment to the school's PED statement and the parents/guardians sign it again.
3. The Principal, having considered all aspects of the situation including the views of the victim and his/her family, may decide to refer the matter to the Board of Management.

St Paul's Personal Electronic Devices Sanctions

St. Paul's supports the use of new technology but will not tolerate any abuse of this technology. It is our obligation to ensure an optimum learning environment as well as the safety and well-being of all members of our school community.

1. The inappropriate taking of pictures, recording or videoing is strictly forbidden on school grounds at any time or any school related activity on or off school grounds.
2. Making abusive or threatening calls or sending or posting messages or texts of this nature to any member of the school community at any time is strictly forbidden.

Any person found contravening rules 1 and 2 above will be deemed in breach of the school's Code of Behaviour.

I have been in breach of the Personal Electronic Device Policy of St Paul's.

I am aware that if this happens a second time I may face serious sanctions up to and including expulsion from the school as per the ladder of Referral in our Code of Behaviour.

Student's Signature: _____

Parent /Guardian's Signature: _____

Principal's Signature : _____ Date: _____

Signed: _____ Date : 29/9/26.

Chairperson, Board of Management