

# Mayfield Community School



## Mobile Phone Policy

October 2025

**Relationship to the Mission of the School:**

The overall Mission Statement can be summed up as

**Together We Learn**

**Together We Care**

**Together We Respect**

The main objectives of the Mission Statement that this policy aims to address are:

- To provide a well ordered, sensitive, caring environment where the intellectual, spiritual, creative, physical, moral and cultural needs of the pupils are identified and addressed.
- To create the environment where pupils develop a love of learning and acquire a wide range of learning skills that help them become independent and self-sufficient adults who will succeed and contribute responsibly in a global community
- To encourage pupils to take ownership and responsibility for their behaviour and learning
- To show respect in regard to self, to one another, to property and to our environment

**Rationale:**

Mobile phones have the capacity in some instances to be beneficial as an educational tool. However, recent studies have shown that students benefit much more academically and socially from the use of physical books or other devices such as laptops, tablets, iPads, etc, to engage meaningfully in educational research, project work, tasks and homework.

In comparison to other digital devices, mobile phones allow for phone call and message notifications, which can be disruptive to the teaching and learning environment in the classroom. Messaging, particularly if it is inappropriate, is a source of great anxiety and distress to students and is not conducive to a positive learning environment for students.

Unauthorised audio and video recording of students and staff on the school grounds, in the corridors, in the bathrooms, at the lockers or in the classrooms can be very distressing for staff, students and ultimately parents/guardians particularly if shared online, shared with other students or used inappropriately.

Inappropriate third-party materials can also be shared and this too can cause distress and, in some cases, can be illegal.

In order to achieve one's potential, all students and staff deserve to feel they are in a safe, caring and secure environment where they can work towards achieving their potential in an unhindered way, while at the same time, embrace the benefits of technology to ensure we best prepare students for a digital environment in third level education, further education or the world of work.

Circular 0045/2025 issued by the Department of Education in July 2025 states that “Schools are required to implement a policy to restrict the use of and access to, personal mobile phones by students in all recognised schools for the duration of the school day”.

### **Purpose of the policy:**

- To clearly state Mayfield Community Schools position on the use of mobile phones within the school.
- To ensure that Mayfield Community School is following Circular 0045/2025
- To maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

### **Policy Content:**

- Mobile phones should be placed in the phone pouch and locked away each morning. ***Students must enter the school building with their mobile phone in a pouch.*** To avoid the battery being drained, the phone should be switched off. In situations where students have forgotten their phone pouch, phones must be handed to the deputy principal's office for the duration of the school day or a replacement pouch will be provided on loan.
- At the beginning of Period 1 all students will be asked to place their pouches on their desks for teachers to verify they are locked and contain phones.
- All phone pouches have been provided free of charge to each student at a cost to the school budget. If a student has lost or damaged their phone pouch permanently, a new pouch will be provided by the school at a cost of €20.
- Mobile phones are not to be used in the school building or on school grounds before or during school.
- For field trips/matches, the mobile phone policy applies, and phones must remain in pouches.
- Students are not permitted to use mobile phones in the school building. Students will have access to computer rooms, access to Chromebook trolleys and may be asked by teachers to bring their laptops to school from time to time. Students will only be asked to use their phones for State Examinations purposes under the direct supervision of the classroom teacher.
- Students are not permitted to communicate with parents/guardians through their mobile phones during school hours. Communication from student to parent and parent to student must in the first instance, come through the school office, Deputy Principal or Year Head via phone call or email.
- It is an exceptionally serious breach of school rules if mobile phones are used on school grounds, particularly in school toilets or changing areas. Students who use their phones inappropriately or who do not abide by school rules e.g. not placing the phone in a pouch, will:
  - Firstly they are requested to place their phone in a pouch and this will be logged on Vsware by their subject teacher and Year Tutor will send a text home.
  - Secondly, if a student is found with a phone again this will be logged on VSWare and a meeting will be arranged with the student, their parent and the Deputy Principal.
  - If a student is found with a phone on a third occasion, this will lead to a suspension.

- o Refusal to comply with a request by a member of staff will be dealt with through the normal procedures of the Code of Behaviour.
- o Spot checks (checking that phones are in pouches) can be carried out randomly by Year Tutors, Deputy Principal or Principal to ensure compliance with the policy.
- o Exceptions to the use of locked pouches are for those with certified medical conditions only, where phone access is essential to the student's physical health. We reserve the right to request proof of this from a medical professional. In such cases, a pouch is still used, but does not have the facility to be locked.
- o Any devices attached to a phone, such as smart watches, ear pods, headphones or similar devices, are prohibited. Exceptions to the use of headphones may be permitted, where headphones are used in conjunction with a school device.
- o Where inappropriate, offensive and unsanctioned school-related recordings, either audio or visual, are posted on social media or distributed in any way to a third party, the ultimate responsibility for this lies with the person who captured the recording and distributed it in the first instance. Those who further distribute the image or recording will also face serious sanctions. Such behaviour will be dealt with in line with the code of behaviour and other relevant policies.

#### **Contacting Students/Contacting Parents**

- Should a parent/guardian need to contact a student, they may call the main office on 021-450 6855 or email the main office at admin@mayfieldcs.ie at any time. Messages can also be sent through Vsware or email to Year Tutors directly. Messages will be conveyed to a student(s) and/or a student can be brought to a phone to discuss a matter with their parent/guardian if necessary.
- Should a student wish to have contact with a parent/guardian due to illness etc., they can present themselves to the main office, the deputy principal's office or the Year Tutors office and the school can call home on their behalf.

#### **Role of Parents**

- All parents/guardians have agreed to the code of behaviour of the school therefore it is their role to impress on students, the need to follow school rules/procedures in relation to phone use as the phone policy aligns with the Mayfield Community School code of behaviour.
- Parents/Guardians supporting the school where an incident arises around the use of mobile phones will help the school to create a phone-free environment.
- **Parents/Guardians are not to arrange to contact students by mobile phone at any time during the school day as this will place pressure on their son/daughter to communicate inappropriately resulting in a sanction being issued to the student.**

#### **Role of the School**

- To implement this policy as outlined above.
- To ensure the mobile phone policy is outlined and implemented to students by all subject teachers, class tutors, year tutors, deputy principal and principal.

- To ensure the distractions and risks of social media are explained via the pastoral care classes (as social media is accessed via phones).
- To ensure digital media classes and computer classes highlight the benefits of using other devices such as computers, laptop and surface devices other than mobile phones.
- To create a phone-free environment where all students and staff feel the benefit of communicating with each other outside of the use of a mobile phone.

Signed:

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Chairperson of the Board of Management

Date: