

Coláiste Iognáid Policy on Personal Electronic Devices (PED's)

Section 1

What is a Personal Electronic 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 and lap-top computers.

Why do we have a policy for PEDs?

New technology has many advantages and Coláiste Iognáid 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 Class

PEDs (including all phones) should be switched off and not be visible at all times during class 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.

Any PED equipment seen, heard or used during class will be immediately confiscated by staff, placed in confiscation envelope and given to the relevant Year Head or Principal/Deputy. Coláiste Iognáid management reserve the right to check the device to ensure that it has not been used inappropriately – to photograph/film/record any other person. If it has not, it will be returned to the parent(s)/guardian(s):

1st Confiscation: returned after 2 school days (must be collected by parent/guardian)

2nd Confiscation: returned after 1 school week (must be collected by parent/guardian)

3rd Confiscation: returned at the end of the school term (must be collected by parent/guardian)

Failure or refusal to hand over the PED at any time is deemed a serious offence and 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 Coláiste Iognáid

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 PED to school, it should be switched off and not be visible. We recommend that the switched off PED be stored in the student's own locked locker, as Coláiste Iognáid will not take any responsibility for lost, damaged or stolen devices.

PEDs should never be brought to class or examinations.

The requirement that PEDs must be switched off or kept out of classrooms may not apply in the following circumstances where the student obtains prior written approval from the Principal or his/her designee:

1. The student has a special medical circumstance for self or family member.
2. The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.

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 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.
- 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.

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

1. The Principal/Deputy suspends the student up to three days (see Procedures for Suspension, Exclusion and Suspension).
2. The Student and his/her parents/guardians are made aware of the contents of Coláiste Iognáid's PED statement and the parents/guardians sign it.
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.

Coláiste Iognáid Personal Electronic Devices Sanctions.

Coláiste Iognáid 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.
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 student 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 Coláiste Iognáid.

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: _____

We accept the policy on PED's and thus agree to comply with same.

Student's Signature: _____

Parent/Guardian's Signature: _____

Date: _____

