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## **Use of Phones Policy Lavalley N.S**

### **Introduction**

This policy was drafted by the staff and Board of Management of Lavalley N.S, in consultation with the parents/guardians of the children. A review of all elements of the policy will take place as and when necessary. It is envisaged that the outcomes will lead to a revision of policy and changes to specific practices as appropriate.

### **Policy Rationale**

The need for the school to devise a policy on phone usage is primarily to inform staff, children and parents/guardians in relation to acceptable usage of phones on the school premises during school time.

### **Aims and Objectives**

The aims and objectives of this policy are, to ensure the integrity of teaching and learning time during the school day as well as the welfare and safety of the children.

### **School Phone**

Staff will have access to the school mobile phone for school purposes. In general, personal calls should be made during Break times and before or after school. Incoming personal calls should be reserved for urgent matters. Calls to a parent/guardian, other professionals or outside agencies should be kept as short as possible. Where a lengthy conversation with a parent/guardian is required, appointments should be made to meet with them. Calls to outside agencies and other professionals should always be made in consultation with the Principal.

### **Mobile Phones**

Staff should ensure that personal mobile phones are switched to 'silent' during class times. Personal calls will normally be confined to Break times. The use of mobile phones to make or receive calls or texts should be avoided during class times, except in the case of urgency or emergency, and only then in a setting removed from the children and the classroom.

## **Phone Policy for Children**

In the case of an emergency, children will have access to the school mobile phone, under the supervision of the teacher or school secretary. As a general rule, children are not allowed to bring mobile phones to school except in exceptional circumstances e.g. school tours or if a parent specifically requests permission. In this case phones will be kept in the school office.

If a child brings or uses a mobile phone at school without permission, he/she will receive a verbal warning on the first occasion and the class teacher will hold the phone until home time. On a second or subsequent occasion, the principal will hold the phone until the parent(s)/guardian(s) of the child meet with the principal and the class teacher.

### **Review and Ratification**

This policy was reviewed on \_\_\_\_\_

This Policy was ratified on \_\_\_\_\_

Signed: \_\_\_\_\_  
(Chairperson, Board of Management)