



Coláiste Phobal Ros Cré



MOBILE PHONE AND DIGITAL DEVICE POLICY

Policy Area	Schools
Document Reference Number	CPR/PHONE/011/0
Version Number	2
Document drafted by	Coláiste Phobal Roscrea
Date previous version: Approved by TETB	11 June 2019
Date reviewed/amended by school	January 2026
Date reviewed/approved by BOM	24 March 2026
Date noted/to be noted by TETB	26 May 2026
Document Review Date	Bi-annually
Date of withdrawal of Document	24 March 2026 Document Ref. No. CPR/PHONE/011/1 Version No. 1

Mission Statement

Our mission statement is committed to:

- **Recognising the worth of the whole individual**
 - **Educating students in a caring environment**
 - **Promoting our cultural heritage**
 - **Preparing our students for a meaningful and spiritual life**
 - **Contributing to the life of the whole community.**
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1. Introduction

This Mobile Phone Policy is developed in accordance with Circular 0004/2025, which requires post-primary schools to adopt a restrictive approach to student access to mobile phones during the school day.

Following consultation with students, parents/guardians, and staff during the 2025/2026 school year, there was strong support for clear and consistent restrictions in order to promote effective learning, student wellbeing, and positive behaviour.

The purpose of this policy is to support a calm, focused, and safe learning environment while ensuring fairness, clarity, and consistency across the school community.

2. Scope

This policy applies to:

- All students enrolled in Coláiste Phobal Ros Cré.
- All mobile phones and personal digital devices, including smartphones, smartwatches with communication functions, and similar technologies.
- All school activities taking place
 - A) on school premises,
 - B) during the school day, and

C) during school-sanctioned events, unless otherwise authorised by school management.

Staff use of digital devices is governed by separate professional and safeguarding guidelines.

3. Rationale for Restriction

Mobile phone restrictions are implemented for the following reasons:

Educational:

- Improved attention, engagement, and quality of learning.
- Reduced classroom disruption and teacher intervention.

Wellbeing and Social Development:

- Reduced anxiety, stress, and social comparison.
- Improved face-to-face communication and relationships.
- Reduced risk of cyberbullying.

Behaviour and Safety:

- Fewer incidents of conflict and non-compliance.
 - Protection of privacy and prevention of inappropriate recording.
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4. Policy Statement

Coláiste Phobal Ros Cré operates a **mobile phone pouch system** throughout the school day.

All student mobile phones must:

- Be powered off upon arrival to school.
- Be stored securely in the assigned pouch.

Procedures:

- All students must bring their pouch to school each day.
- Students who do not bring a phone must still present with their pouch.
- During first class, students must show their locked pouch to their class teacher.
- Pouches may be checked at any time by staff.

- Students arriving late must ensure their phone is secured immediately.
 - Mobile phones may only be used for educational purposes when explicitly authorised by the teacher and approved by senior management.
 - Students leaving school early will have pouches unlocked at the front office.
 - At the end of the school day, pouches may be unlocked at designated stations.
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5. Exemptions

In line with Circular 0004/2025, exemptions may be granted in the following circumstances:

- **Medical Needs:** where medical documentation confirms that device use is essential for a diagnosed condition. Appendix A
- **Special Educational Needs:** Following review of medical documentation which explicitly states the need for a named student to have access to their mobile phone, the AEN team in conjunction with Senior Management may facilitate supervised access to mobile phone. Appendix B
- **Teacher-Directed Educational Use:** where a supervised activity is planned and approved by senior management. Appendix B
- **Exceptional Circumstances:** including emergencies, school trips, or school-related travel, as approved by school management. Appendix B.

All exemptions will be documented and reviewed regularly.

6. Breaches of Policy

If a student is found in breach of this policy:

- The mobile phone will be confiscated and returned to parent/guardian at the end of the school day.
- An evening detention will be issued.

Repeated breaches may result in suspension. The use of a second mobile phone will result in automatic suspension.

Forgotten pouches:

- Students must report to the school office and leave their phone there for the day.
- The incident will be recorded.

- Repeated incidents will result in detention.

Serious incidents, including inappropriate filming, harassment, or breaches of privacy, will be managed in accordance with the Code of Behaviour and Child Protection Procedures.

Lost or damaged pouches must be replaced at a cost of €25 per item lost.

7. Communication and Review

This policy will be communicated through:

- Circulation to parents/guardians.
- Student assemblies and tutor time.
- Staff briefings and training.
- Publication on the school website.

The policy will be reviewed biannually by the Board of Management using behaviour, attendance, and wellbeing data, and amended as required following consultation with the school community.

8. Ratification

This policy was adopted by the Board of Management of Coláiste Phobal Ros Cré on:

Date: _____

Signed:

Chairperson
Board of Management

Principal
Secretary Board of Management



Application for Exemption from the Mobile Phone & Digital Device Policy for the individual below:

1. Student Details:

Student Name: _____ **Year Group/Class:** _____

Parent/Guardian Name: _____ **Contact Number:** _____

2. Type of Exemption Requested:

Please tick the relevant category:

- Medical Need** (medical documentation **must** be attached)
- Additional Educational Need** (Please attach relevant documentation)

3. Reason for Request

Provide a clear explanation of why an exemption is required, including how the device will support the student's needs.

If requesting a medical or SEN exemption, outline the specific function(s) of the device that are required:

4. Duration of Requested Exemption

Proposed Start Date: _____ **Proposed End Date:** _____

(Note: All exemptions are time-limited and subject to review.)

5. Device Use Parameters (complete where appropriate)

Please describe when and how the device will be used (e.g., class periods, subjects, monitoring requirements):

6. Parent/Guardian Declaration

I understand that:

- This exemption applies **only** to the circumstances outlined above.
- The device must be used **solely** for the approved purpose(s).
- Any misuse may result in **withdrawal of the exemption** and application of the school's Code of Behaviour.
- I will ensure my child complies fully with the agreed conditions.

Signature (Parent/Guardian): _____ **Date:** _____

7. Teacher / AEN Team Recommendation (if applicable)

Recommended Not Recommended

Comments:

Name: _____

Signature: _____ **Date:** _____

8. School Management Decision

Approved Not Approved

Conditions attached (if any):

Start Date: _____ **End Date:** _____

Signed (School Management): _____ **Date:** _____

9. Review (if required)

Reviewed on: _____

Outcome: Continue Amend Withdraw

Signed: _____



Application for Exemption from the Mobile Phone & Digital Device Policy for the group activity below:

1. Student Details:

Subject: _____ **Teacher:** _____

Year Group / Class: _____

2. Type of Exemption Requested:

Please tick the relevant category:

- Teacher-Directed Educational Use** (requires teacher and SMT approval)
- School Excursion/ Sanctioned Event**

3. Reason for Request

Provide a clear explanation of why an exemption is required.

4. Duration of Requested Exemption

Proposed Start Date: _____ **Proposed End Date:** _____

(Note: All exemptions are time-limited and subject to review.)

5. Device Use Parameters (complete where appropriate)

Please describe when and how the device will be used (e.g., class periods, subject, monitoring requirements):

As the subject teacher, I will endeavour to ensure that

- This exemption applies **only** to the circumstances outlined above.
- The device will be used **solely** for the approved purpose(s).
- Any misuse may result in **withdrawal of the exemption** and application of the school's Code of Behaviour.

Signature (Subject/Excursion Teacher): _____

Date: _____

8. School Management Decision

Approved **Not Approved**

Conditions attached (if any):

Date: _____

Signed (School Management): _____ **Date:** _____