

Coláiste de hÍde



Meas – Bród – Comhar

Bóthar Chaisleán Thigh Motháin, Tamhlacht, Baile Átha Cliath 24.

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Polasaí Fóin Póca

1. Cuspóir agus Réasúnaíocht

De réir Chiorcláin 0045/2025 na Roinne Oideachais, ní mór do scoileanna iar-bhunscoile polasaí a bheith acu chun úsáid agus rochtain daltaí ar fhóin phóca phearsanta a shrianadh le linn an lae scoile. Tá cur chuige saor ó fhóin i bhfeidhm ag Coláiste de hÍde le fada agus tacaíonn an cur chuige seo leis an gceanglas seo.

Is é cuspóir an pholasaí seo polasaí na scoile a mhíniú go soiléir. Téann an polasaí seo níos faide ná cosc a chur ar úsáid fóin le linn ceachtanna amháin. I gColáiste de hÍde, ní cheadaítear do dhaltai a bhfón póca a úsáid ná é a iompar agus iad ar thalamh na scoile nó ag glacadh páirte i ngníomhaíocht scoile.

Tá sé mar aidhm ag an bpolasaí seo folláine na ndaltaí a chur chun cinn, dea-iompar a spreagadh, cabhrú le daltaí díriú ar a gcuid foghlama, idirghníomhaíocht dhearfach idir daltaí a chur chun cinn agus timpeallacht shábháilte agus dhearfach a chruthú sa scoil. Aithníonn Coláiste de hÍde gur féidir le fóin phóca a bheith úsáideach. Mar sin féin, is féidir leo cur isteach ar an bhfoghlaim, seachrán a chruthú agus brú sóisialta agus imní a bhaineann leis an saol ar líne a mhéadú.

Baineann an polasaí seo le gach dalta agus iad ar thalamh na scoile nó ag glacadh páirte i ngníomhaíocht scoile. Áirítear leis seo turais scoile, cluichí spóirt, gníomhaíochtaí seach-churaclaim, imeachtaí agus aon ghníomhaíocht eile atá eagraithe nó ceadaithe ag an scoil, cibé acu atá sí ar siúl le linn nó lasmuigh de ghnáthuaireanta scoile.

2. Timpeallacht Saor ó Fhóin

Féadfaidh daltaí fón póca a thabhairt ar scoil. Mar sin féin, nuair a thagann siad ar thalamh na scoile, caithfidh an fón:

- a bheith múchta;
- a bheith curtha go sábháilte sa taisceadán slán nua atá sannta don dalta;
- fanacht sa taisceadán faoi ghlas go dtí go bhfágann an dalta talamh na scoile;
- gan a bheith á iompar ag an dalta; agus
- gan a bheith tógtha amach ná úsáidte fad atá an dalta ar thalamh na scoile.

Ní leor an fón a bheith ar chiúnas, ar mhód eitleáin nó ar *Do Not Disturb*. Caithfidh sé a bheith múchta agus sa taisceadán.

Baineann an riail chéanna le gníomhaíochtaí scoile, turais, cluichí spóirt, gníomhaíochtaí seach-churaclaim agus imeachtaí, mura dtugann ball foirne cead do dhaltai an fón a úsáid.

Ní cheadaítear do dhaltai fón póca a úsáid chun grianghraf a ghlacadh, duine a thaifeadadh, craoladh beo a dhéanamh ná íomhánna nó fuaim daltaí, baill foirne nó cuairteoirí a thaifeadadh gan cead. D'fhéadfadh sé a bheith ina shárú tromchúiseach ar Chód Iompair na scoile grianghraif, físeáin nó taifeadtaí a roinnt nó a chur ar líne gan chead.

3. Teagmháil le Tuismitheoirí/Caomhnóirí agus Cúinsí Speisialta

Aithníonn an scoil go mbíonn gá uaireanta le teagmháil idir tuismitheoirí/caomhnóirí agus a bpáistí.

Teagmháil ón mbaile

Má bhíonn ar thuismitheoir/caomhnóir teagmháil a dhéanamh le dalta agus iad ar thalamh na scoile, ba cheart

dóibh glaoch a chur ar oifig na scoile.

Má bhíonn an scéal práinneach, cuirfidh foireann na hoifige an teachtaireacht ar aghaidh chuig an dalta.

Níor cheart do thuismitheoirí/chaomhnóirí glaoch ná teachtaireacht a sheoladh chuig fón pearsanta an dalta agus an dalta ar thalamh na scoile nó ag glacadh páirte i ngníomhaíocht scoile.

Teagmháil ón dalta chuig an mbaile

Má bhíonn ar dhalta teagmháil a dhéanamh leis an mbaile mar gheall ar thinneas, éigeandáil nó cúis mhaith eile, caithfidh siad é sin a dhéanamh trí bhall foirne agus trí theileafón na scoile.

Ní cheadaítear do dhalta a fhón póca féin a úsáid chun bailiú ón scoil a shocrú, an scoil a fhágáil gan cead nó gnáthnósanna imeachta na scoile a sheachaint. Má bhíonn dalta tinn, leanfar gnáthnósanna imeachta na scoile chun teagmháil a dhéanamh leis an thuismitheoir/caomhnóir agus chun an dalta a bhailiú.

Cúinsí Speisialta

Tuigeann an scoil go bhféadfadh sé go mbeadh gá ag dalta le rochtain theoranta ar fhón póca i gcúinsí speisialta.

D'fhéadfadh sé seo a bheith i gceist mar gheall ar:

- **Riachtanais leighis**, mar shampla fón a úsáid chun riocht leighis a sheiceáil nó a bhainistiú.
- **Riachtanais oideachais nó foghlama**, nuair atá úsáid an fhóin ceadaithe ag an scoil mar thaca don dalta.

Ní mór do thuismitheoirí/chaomhnóirí iarratas i scríbhinn a dhéanamh chuig bainistíocht na scoile. D'fhéadfadh sé go mbeadh doiciméid tacaíochta ag teastáil. Caithfidh bainistíocht na scoile aon chead speisialta a thabhairt roimh ré. Má thugtar cead, míneoidh an scoil cathain agus conas is féidir an fón a úsáid. Ní féidir an fón a úsáid ach amháin ar an gcúis a cheadaigh an scoil.

4. Coigistiú agus Smachtbhannaí

Má fheictear fón póca, má chloistear é nó má sé in úsáid ag dalta ar thalamh na scoile nó ag glacadh páirte i ngníomhaíocht scoile, déanfar an fón a choigistiú láithreach. Caithfidh daltaí fón a thabhairt ar láimh nuair a iarrann ball foirne orthu é a dhéanamh. Coinneofar fóin choigistithe in áit shlán sa scoil.

- **An Chéad Chion:** Coigisteofar an fón agus coinneofar go sábháilte é i sábháilte na scoile go dtí deireadh an lae scoile. Tabharfar an fón ar ais de réir nósanna imeachta na scoile agus déanfar an eachtra a thaifeadadh.
- **An Dara Cion:** Coigisteofar an fón agus coinneofar go sábháilte é i sábháilte na scoile thar oíche, le cead an tuismitheora/chaomhnóra. Tabharfar an fón ar ais de réir nósanna imeachta na scoile agus déanfar an eachtra a thaifeadadh.
- **An Tríú Cion agus Cionta Ina Dhiaidh:** Coigisteofar an fón agus coinneofar go sábháilte é i sábháilte na scoile. Caithfidh thuismitheoir/caomhnóir teacht go pearsanta chuig an scoil chun an fón a bhailiú.

Diúltú Fón a Thabhairt ar Láimh

Má dhiúltaíonn dalta fón póca a thabhairt ar láimh:

- Déanfar teagmháil láithreach leis an thuismitheoir/caomhnóir chun an dalta a bhailiú ón scoil don chuid

eile den lá.

- D'fhéadfadh sé go mbeadh ar an dalta fanacht faoi mhaoirseacht in oifig na scoile go dtí go ndéanfar teagmháil leis an tuismitheoir/caomhnóir.
- Beidh smachtbhanna bhreise i gceist, d'fhéadfadh fanacht siar ar an Aoine, fionraí inmheánach, fionraí nó smachtbhanna cuí eile a bheith i gceist.

Drochiompar Leanúnach nó Tromchúiseach

D'fhéadfadh smachtbhanna breise a bheith i gceist má sháraítear an polasaí ar bhonn leanúnach nó d'aon ghnó. D'fhéadfaí fanacht siar ar an Aoine, fionraí inmheánach, fionraí nó smachtbhanna cuí eile a ghearradh ar an dalta. Fágfar an cinneadh maidir leis an smachtbhanna faoi dhiscreíd bhainistíocht na scoile.

Má úsáidtear fón póca chun bulaíocht, ciapadh, bagairt nó imeaglú a dhéanamh ar dhuine eile, chun duine a thaifeadadh gan chead, chun caimiléireacht a dhéanamh, chun rochtain a fháil ar ábhar míchuí nó chun ábhar díobhálach a roinnt, measfar gur sárú tromchúiseach ar Chód Iompair na scoile é. Beidh smachtbhannaí tromchúiseacha i gceist le hiompar den chineál sin.

5. Freagrachtaí agus Athbhreithniú

Tá na daltaí freagrach as an bpolasaí seo a leanúint agus as a bhfóin phóca féin a chur go sábháilte sa taisceadán. Tugann daltaí fóin phóca ar thailte na scoile ar a bpriacal féin.

Iarrtar ar thuismitheoirí/chaomhnóirí tacú leis an bpolasaí trína chinntiú go dtuigeann a bpáiste na rialacha, trí theagmháil a dhéanamh le hoifig na scoile seachas leis an dalta go díreach, agus trí thacú le nósanna imeachta na scoile maidir le fóin a choigistiú agus a bhailiú.

Cuirfidh an fhoireann an polasaí i bhfeidhm go cothrom agus go comhsheasmhach. Cinnteoidh siad freisin go gcuirfear fóin choigistithe in áit shlán chomh luath agus is féidir.

Forbrófar agus déanfar athbhreithniú ar pholasaí na scoile maidir le fóin phóca i gcomhréir le treoir na Roinne Oideachais. Déanfaidh an scoil monatóireacht ar an bpolasaí agus déanfar athbhreithniú air ó am go chéile. Cuirfear aiseolas ó dhaltaí, tuismitheoirí/caomhnóirí agus baill foirne san áireamh, chomh maith leis an tionchar atá aige ar theagasc, ar fhoghlaím agus ar fholláine. Cuirfear aon athruithe ar threoir na Roinne Oideachais nó an BOO san áireamh freisin.

Léifear an polasaí seo i gcomhar le Cód Iompair na scoile, an Polasaí um Úsáid Inghlactha, an Polasaí Bí Cineálta, an Ráiteas um Chosaint Leanaí agus polasaithe ábhartha eile de chuid na scoile.

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Mobile Phone Policy

1. Purpose and Rationale

In accordance with Department of Education Circular 0045/2025, post-primary schools are required to have a policy restricting the use of and access to personal mobile phones by students for the duration of the school day. Coláiste de hÍde has always adopted a phone-free approach which supports this requirement.

This policy seeks to clarify in detail the school's policy, which goes beyond simply restricting the use of phones

during lessons. At Coláiste de hÍde, students are not permitted to access or carry their mobile phones while they are on the school grounds or participating in a school activity.

The purpose of this policy is to support student wellbeing, positive behaviour, academic engagement and meaningful face-to-face interaction. Coláiste de hÍde recognises that mobile phones can be useful, but their presence and use can create distraction, disrupt learning, contribute to online and social pressures and interfere with positive relationships.

Coláiste de hÍde is therefore committed to providing an environment where students can learn, participate and engage with others without the distraction of personal mobile phones.

This policy applies to all students while they are on the school grounds or participating in a school activity, including school trips, sporting fixtures, extracurricular activities, events and other activities organised, supervised or sanctioned by the school, whether taking place during or outside normal school hours.

2. Phone-Free Environment

Students may bring a mobile phone to school. However, once on the school grounds, the phone must be:

- Switched off.
- Placed securely in the student's newly assigned secure locker.
- Kept in the locked locker until the student leaves the school grounds.
- Not carried on the student's person.
- Not accessed or removed from the locker while the student is on the school grounds.

A phone being on silent, airplane mode or Do Not Disturb does not meet the requirements of this policy. The phone must be switched off and securely stored.

The same phone-free expectation applies during school activities, trips, sporting fixtures, extracurricular activities and events unless students are specifically given permission by a member of staff to use a mobile phone.

Students must not use a mobile phone to photograph, record, livestream or otherwise capture images or audio of students, staff or visitors without appropriate permission. Recording, sharing or distributing material relating to members of the school community may constitute a serious breach of the school's Code of Behaviour and/or other school policies.

3. Communication with Parents/Guardians and Exceptional Circumstances

The school recognises that parents/guardians may need to communicate with their children.

Communication from Home

Parents/guardians who need to contact a student while the student is on the school grounds should contact the school office.

In the case of an urgent matter, office staff will communicate the message to the student promptly.

Parents/guardians should not contact students directly on their personal mobile phones while they are on the school grounds or participating in a school activity.

Communication to Home

If a student needs to contact home because of illness, an emergency or another legitimate reason, they must do so through school staff using the school telephone, under the direction of a member of staff.

Students must not use a personal mobile phone to contact home in order to arrange collection, leave the school grounds or bypass normal school procedures. Where a student is unwell, the school's normal procedures for contacting parents/guardians and arranging collection must be followed.

Exceptional Circumstances

The school recognises that specific exceptional circumstances may require a student to have restricted access to a mobile phone.

These may include:

- **Medical needs**, such as technology required to monitor or manage a medical condition.
- **Educational or accessibility needs**, where a mobile phone has been approved as an appropriate learning, communication or accessibility support.

Parents/guardians must make a request in writing to school management and provide supporting documentation where required. Any exemption must be approved by school management in advance. Where an exemption is granted, the school will determine the conditions under which the mobile phone may be accessed. The phone may only be used for the specific purpose for which the exemption has been approved.

4. Confiscation and Sanctions

If a mobile phone is seen, heard or in use while the student is on the school grounds or participating in a school activity, it will be confiscated immediately. Students are expected to comply with a reasonable request from a member of staff to surrender a mobile phone. Confiscated phones will be stored securely by the school.

- **First Offence:** The phone will be confiscated and kept securely in the school safe until the end of the school day. The phone will be returned in accordance with the school's procedures and the incident will be recorded.
- **Second Offence:** The phone will be confiscated and stored securely in the school safe overnight with parental permission. The phone will be returned in accordance with the school's procedures and the incident will be recorded.
- **Third and Subsequent Offences:** The phone will be confiscated and stored securely in the school safe. A parent/guardian must physically attend the school to collect the phone.

Refusal to Surrender a Phone

Where a student refuses to surrender a phone:

- The parent/guardian will be contacted immediately to arrange the collection of the student from the school premises for the remainder of the day.
- The student may be required to remain under supervision at the school office until contact is made.
- The student will face further disciplinary action which may include a Friday detention, internal suspension, suspension or another appropriate sanction.

Persistent or Serious Misconduct

An additional sanction may apply where the policy is breached on an ongoing basis or deliberately. A Friday detention, internal suspension, suspension, or other appropriate sanction may be imposed on the student. The decision regarding the appropriate sanction will be at the discretion of school management.

If a mobile phone is used to bully, harass, threaten or intimidate another person, to record someone without permission, to cheat, to access inappropriate material, or to share harmful material, this will be considered a serious breach of the school's Code of Behaviour. Serious sanctions will apply to behaviour of this nature.

5. Responsibilities and Review

Students are responsible for following this policy and for securely storing their own mobile phones. Students bring mobile phones onto the school grounds at their own risk.

Parents/guardians are asked to support the policy by ensuring that their child understands the requirements, contacting the school office rather than their child directly, and supporting the school's confiscation and collection procedures.

Staff will apply the policy consistently and fairly and will ensure that confiscated phones are transferred promptly to the appropriate secure storage location.

In accordance with Department of Education guidance, the school's approach to mobile phones will be developed and reviewed. The school will monitor the implementation and effectiveness of this policy and will review it periodically in light of student and parent/guardian feedback, the experience of staff, the impact on teaching, learning and wellbeing, and any changes to Department of Education or ETB guidance.

The policy will be read in conjunction with the school's Code of Behaviour, Acceptable Usage Policy, Bí Cinéalta Policy, Child Safeguarding Statement and other relevant school policies.