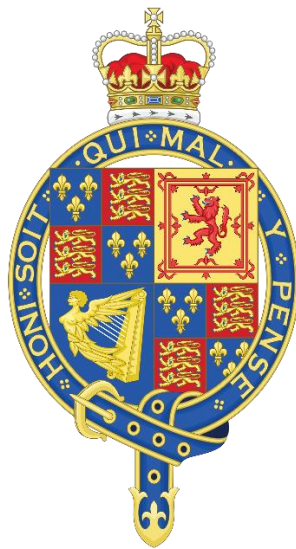


Royal School Armagh



Use of mobile devices in school Guidelines for pupils and staff

Revised: January 2025

The Department of Education advises that the personal use of pupil mobile phones and other similar devices should be restricted during the school day, including at break and lunch time. This is in part due to concerns about the effects of mobile phone use on young people's health and wellbeing. It is also recognised that the use of phones in school can disrupt learning, and that misuse of phones can result in bullying and harassment of young people and staff.

It is the policy at the Royal School that mobile phones should be switched **off and out of sight** during the school day, from the time of the first bell 8.45am until the last bell 3.15pm, including break and lunch.

Pupils are not permitted to use phones during extracurricular activities unless they are necessary for an activity and permission has been given by a member of staff.

Pupils may be permitted to use phones for activities associated with learning and teaching, such as to complete quizzes or access Google classrooms. However, this is entirely at the discretion of the teacher. Under no circumstances will pupils be permitted to use phones during class time for recreational purposes, including listening to music.

Pupils in Years 13 and 14 may be permitted access to mobile devices in Private Study, where they may be used to support learning. They are also permitted to use mobile devices in the Sixth Form common room at break and lunch time and during recreational periods. Year 13 and 14 will also be allowed to use mobile devices in the Canteen at break time. However, mobile devices should not be used outside these areas, including in corridors and in outdoor spaces.

Pupils are encouraged to make arrangements with parents in advance so that no contact is necessary during the school day. However, if circumstances arise where pupils need to contact home, they may do so via the concourse office.

Pupils may be asked to leave phones with the teacher should they be granted permission to use the bathroom during a lesson.

Under no circumstances are pupils permitted to take photographs or videos or to record audio files in school without the permission of a member of staff.

It is recognised that misuse of phones outside school can cause issues which affect pupils' wellbeing in school. Where appropriate, these will be dealt with in accordance with the school's Positive Behaviour and Anti-Bullying policies.

Breaches of these guidelines may be dealt with in the following ways:

- warning issued and pupil asked to put phone away;
- confiscation of a device, which can be placed on the teachers desk for duration of lesson/activity;
- confiscation of a device, which will be left at the concourse office for collection by the pupil at the end of the school day;
- for repeated breaches of the policy, confiscation of a device, which will be left at the school office for collection by a parent;
- other sanctions (such as those detailed in the Positive Behaviour and Anti-Bullying policies) where other school policies have been breached.

When phones are confiscated, they will be placed in the concourse office and a signature will be required from the owner, or parent of the owner, before the phone is returned.