



ST. JULIAN'S  
SCHOOL FOUNDED IN 1932

# Mobile Device Policy

Updated May 2025. Revised for the academic year 2025/26.

## 1. Rationale

The increased ownership of mobile devices, including smartphones, smartwatches, tablets, and gaming devices, necessitates responsible usage by the school community (staff, students, and parents). This policy establishes clear guidelines to avoid potential issues related to mobile device use.

## 2. Scope

This policy applies to students during school hours, trips and extracurricular activities (Wider Life Programme).

Students and parents must understand this policy to ensure responsible mobile device usage at St. Julian's School.

## 3. Mobile device not to be used on school premises

Students are not allowed to use mobile devices on school premises. If a student brings a mobile device to school, they must follow these rules:

- **Power off:** The device must be powered off before arriving at the school gates.
- **Storage:** The device should be stored in the student's locker (preferred) or school bag. Students may not carry mobile devices on their person during the school day.
- **Out of sight:** Devices must remain powered off and out of sight for the entire school day.

### Exceptions

There are some exceptions to the general rules around device use:

- **School-issued/BYOD:** School-issued iPads and Bring Your Own Device (BYOD) devices (for Years 10 to 13 and 9º Ano) are permitted in lessons.
- **Laptop use (Years 10+/9º ano):** Students in Year 10 and 9º ano upwards can use laptops for school work during break and lunch.
- **iPad Use (Years 7-9):** Students in Years 7 to 9 and 6º to 8º ano cannot use their iPads (or similar devices) during breaks or lunchtime.
- **Medical conditions:** Students who require mobile devices for managing medical conditions, such as glucose monitoring, may use their devices as medically necessary. Students must inform the School Nurse and Principal of

the Bilingual Section, Head or Prep School or Deputy Principal (where applicable).

#### 4. Contacting home

- **Communication with Parents/Guardians:** All school-parent/guardian communication regarding student matters (for example, arranging early departure, scheduling appointments) must occur through the respective section secretaries.
- **Student illness:** If a student feels unwell during the school day, they must first report to one of the School Nurses at the Surgery. The Surgery staff will contact parents/guardians to discuss the student's condition and determine if the student needs to go home.
- **Parent-to-Student communication:** Parents/guardians who need to contact their child during the school day can do so by contacting the school office, which will relay the message to the student.
- **Urgent calls:** To minimise disruption to the school day, the school encourages limiting direct student-parent/guardian contact to urgent matters only.
- **Section contact details:** The contact details for the school sections are as follows:
  - Primary – +351 214 585 361
  - Secondary – +351 214 585 300
  - Bilingual – +351 214 585 390

#### 5. Mobile device safety

The School is not responsible for lost, stolen, or damaged mobile devices on school grounds, during travel to or from school, or on trips. Device safety and security are the sole responsibility of students and parents.

Students are strongly advised to use appropriate security measures to prevent unauthorised device use.

#### 6. Inappropriate mobile device use

The following actions constitute unacceptable mobile device use and will result in sanctions:

- Misusing the device as outlined above.
- Recording videos, audio, or pictures of staff or students without permission.
- Using text, email, multimedia, or phone applications for bullying or harassment of other students (during or outside school hours).
- Downloading, viewing, or distributing inappropriate material. Confiscation and potential contact with parents or relevant authorities may occur if a breach is suspected.
- Devices cannot be visible or used to create hotspots that provide internet access to laptops, iPads, or other devices.

#### Sanctions

- In case of a rule violation, the student's device will be confiscated.
- The student will be given a Thursday after-school detention.
- The device will be secured with the student's name and stored with the relevant section secretaries.
- Parents/guardians must visit the school to collect the device.
- Repeated offences will result in an internal suspension.
- The School reserves the right to request students to present their devices for verification of appropriate use.

## 7. Other relevant policies

There are several other policies in place that relate to the appropriate use of devices, including:

- Online Safety Policy.
- Acceptable Use Policies.
- Safeguarding & Child Protection Policy.
- Anti-Bullying Policy.

POLICY APPROVAL	
Reviewed	April 2025
Next review	April 2026