



## **1. Background**

Breadalbane Academy acknowledges the widespread ownership of mobile devices amongst young people. This requires that teachers, pupils, parents and carers take steps to ensure that mobile devices are used responsibly at all times in school. This Policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide can continue to be enjoyed by our pupils. It also applies to pupils during school excursions and extra- curricular activities. Pupils and their parents or carers must read and understand this policy as a condition to which permission is given to pupils to bring mobile devices to school.

## **2. School Context**

Our rural setting and wide travel to work area for working parents presents challenges when it comes to communications. The school recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used with due care and within the appropriate rules.

Our School accepts that parents/carers give their children mobile devices to protect them from everyday risks involving personal security and safety. It is the right of the young person to bring a personal mobile device to school with the clear understanding that the individual young person is responsible for its care and usage.

## **3. Responsibility**

### **3.1 Pupil Responsibilities**

It is the responsibility of pupils who bring mobile devices to school to abide by the guidelines outlined in this document.

### **3.2 Parent / Carer Responsibilities**

Parents / Carers should note that the school accepts no responsibility for replacing mobile devices that are lost, stolen or damaged whilst on campus premises. Nor will the school accept any responsibility for pupils who lose or have their mobile devices stolen while travelling to and from school.

The decision to provide a mobile device to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the device and the potential use/ mis-use of those capabilities.

Parents/carers are reminded that in cases of emergency, the school office remains the only appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

## 4. School Policy

### 4.1 Unacceptable Use

**No mobile devices should be used anywhere on the campus which causes disruption to the normal routine of the school.** The Bluetooth function of a mobile device must be switched off at all times and not be used to send images or files to other mobile devices. Pupils are free to use their mobile devices at interval and lunchtimes.

### 4.2 Use in Class

If mobile devices are brought into school, they should be switched off and kept in school bags during lessons and when pupils are moving between classes. Mobile devices must not disrupt lessons with ring tones, music or beeping. They should be turned off during all lessons, including registration and personal support classes. Bluetooth speakers are not permitted to be used in any classes.

Pupils must not make any telephone calls or text during any lessons. Pupils must not charge their mobile devices in lessons or anywhere on the school campus. **In the case of primary, pupils are prohibited from using mobile phones at any time during the school day.**

Mobile devices should not be visible in classes unless they are being used to enhance learning and teaching and permission has been given from the teacher of its usage.

**Note – if a device is visible in class the pupil will be given a warning then asked to put it away. If the pupil does not comply it should be handed over to the teacher for them to hand down to the school office for the pupil to collect at the end of the school day.**

### 4.3 Taking / Sharing of Photos and / or Videos

Pupils are not permitted to take photos, videos of staff or other on the campus grounds unless this is to assist learning and teaching in lessons. If a pupil takes a photo or video without permission they should be asked to delete it. Pupils are not permitted to send photographs / videos to other pupils or upload them to any website for public viewing without prior consent.

### 4.4 Bullying

Using mobile phones to bully and threaten other pupils is unacceptable. Cyber bullying will not be tolerated. Pupils are not permitted to humiliate, embarrass or cause offence to others using SMS messages, taking / sending photographs or phone calls. **It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the police.**

### 4.5 Use in Private Areas

No mobile devices are to be taken into changing rooms or toilets or used at any time which may cause embarrassment or discomfort to peers, staff or members of the public in the campus.

### 4.6 SQA Exams

Mobile phones are banned from all SQA examinations. Any pupil found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.

### 4.6 Sanctions

If a pupils mobile device has been given to the office on 3 occasions or more parents will be notified and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the school they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team or Pupil Support staff. The incident will be recorded.

**Should there be several incidents involving a mobile phone, the responsible pupil may face disciplinary actions as sanctioned by the Headteacher. This may include a mobile device ban in school.**