



## 1. Policy Statement

This Policy is designed to ensure that potential issues involving the use of personal 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.

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. 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.

Parents/carers are reminded that in cases of emergency, the school office remains the only appropriate point of contact. This will 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.

Pupils and their parents/carers must read and understand this policy as a condition to which permission is given to pupils to bring mobile devices to school.

## 2. Responsibility

### 2.1 Pupil Responsibilities

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

### 2.2 Parent / Carer Responsibilities

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 provided and the potential use/ misuse of those capabilities.

## 3. Mobile Use in School

If mobile devices are brought into school, they must be switched off and kept in school bags during all lessons and when pupils are moving between classes. Mobile devices must not disrupt lessons with ring tones, music or beeping. 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. Pupils are free to use their mobile devices at interval and lunchtimes however the following points should be taken into account.

### 3.1 Use in Class

Mobile devices should not be visible in classes unless they are being used to enhance learning and teaching and explicit permission has been given from the teacher for this purpose. Any photos/videos taken as part of this learning and teaching will be required to be deleted as soon as possible.

**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.**

## **3.2 Unacceptable Use**

**The use of a mobile device in any way that causes disruption to the normal routine of the school is unacceptable.** The Bluetooth/Airdrop functionality of a mobile device must be switched off at all times and must not be used to send images or files to other mobile devices.

### **3.2.1 Taking/Sharing of Photos and/or Videos**

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

### **3.2.2 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.***

### **3.2.3 Use in Private Areas**

No mobile devices are to be used in 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.

### **3.2.4 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. 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 parent/carer 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 to do so. 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.**