



## Langholm and Canonbie Schools Cluster

# Mobile Phone Usage Policy

This mobile phone policy template has been developed in line with the latest  
guidance from  
Scottish Government.





## **Langholm and Canonbie Schools Cluster**

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## Langholm and Canonbie Schools Cluster

### Introduction

We recognise that mobile phone technology has potential benefits for learning and teaching. It is unreasonable and impractical to attempt to impose a total ban on mobile devices in schools. However we also recognise that in the last 18 months, pupils have become over reliant on the use of mobile technology to socialise and maintain friendships. Mobile phones, when misused or overused, can have a damaging effect on a pupils' mental health and wellbeing. This policy promotes the safe and responsible use of mobile devices. Considering the risk factors there is a need for schools to adopt a robust but measured response to the consequences of their inappropriate use. This will help staff, children and young people, and parents to enjoy the flexibility that mobile devices can provide, whilst helping them to feel safe and protected from harm, and reducing the likelihood of accessing inappropriate content.

This Policy recognises the important role of educators in preparing young people to become 'digital citizens'. Safe and responsible use as defined below will ensure the positive wellbeing of staff, pupils and parents.

### Safe and Responsible Use

The responsible behaviour which is expected in the classroom and the playground is also expected in an online environment.

- Primary pupils who travel on the school bus may bring their phone to school with them in agreement with their parent/carer. Mobiles will be kept securely in the school office until the end of the day.
- In Secondary, S1-S3 will not be permitted to use mobile phones in corridors, classrooms, or indoor social areas. However, S1-S3 pupils are permitted to use their mobile phones before and after school on school transport and in the outside social areas during break and lunchtimes.
- In Secondary, S4-S6 will be permitted to use mobile phones to aid teaching and learning at the discretion of class teachers. Pupils are not permitted to use mobile phones in corridors or indoor social areas. However, S4-S6 pupils are permitted to use their mobile phones before and after school on school transport and in the outside social areas during break and lunchtimes.
- In order to respect the privacy of other pupils and staff, photographs and filming must not be taken during the school day or any images used or recordings be uploaded on social networking sites or any other websites without special permission of school management and of those who may be featured.
- In order to respect the dignity of all within the school community, users should note that cyberbullying is bullying behaviour which takes place via mobile phones or over the internet, through emails, instant messaging and social networking sites. Any such behaviour will be viewed in the same manner as any other form of bullying.



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- Staff and pupils who find themselves the subject of misuse of mobile phone technology are encouraged to report such incidents and seek support which is available within schools.

Pupils should report any incidents to their Wellbeing Teacher/appropriate Depute Headteacher. Staff should report any incidents to their line manager. It is the responsibility of staff, parents and pupils to recognise the importance of their roles in maintaining a safe, healthy and acceptable use of the technology.

- This guidance for safe and responsible use applies also on school excursions and within all extra-curricular activities.

## Consequences

Actions which school will take where the code of "Safe and responsible Use" has been breached will be:

- Staff will confiscate phones for breach of Safe and Responsible Use. Mobile phones will be held securely in the school office and pupils can collect them at the end of the school day. This will be logged in school and a demerit text will be sent home to inform parents.
- If pupils break the safe and responsible use code for a second time, mobile phones will be confiscated and held securely in the school office until a parent/carer is able to collect it. Parents/Carers will be informed by a demerit text that they are required to collect the mobile on behalf of their pupil.
- In cases which involve filming or taking photographs using mobile phones school staff will ask person(s) involved to delete footage.
- If school staff suspect that a crime has been committed or have any child protection concerns a phone can be retained as evidence.

## Emergency Contact

Parents should note that in the event of an emergency contact during the school day should be made through the school office. This will ensure the communication of any important information through appropriate channels.

## Liability for personal mobile devices

Langholm and Canonbie Schools Cluster is not responsible for personal mobile devices in terms of loss, theft or breakage. We would suggest that your name is marked on your mobile phone using a UV Pen. You should also note your IMEI number and take any other necessary precautions to secure your property.



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### Useful Links

SQA

<http://www.sqa.org.uk/sqa/70972.html>

Child Protection Policy for Schools, Pre – School and Childcare Services.

<http://www.dumgal.gov.uk/index.aspx?articleid=7432>

Guidance on developing policies to promote the safe and responsible use of mobile technology in schools. (Scottish Government)

<http://www.gov.scot/Publications/2013/11/4092>

### Pupil Mobile Phone Agreement

I understand and agree to follow the expectations set out above in the Pupil Mobile Phone Policy for Langholm and Canonbie Schools Cluster

Pupil Signature:.....

Parent/Carer Signature:.....

Parent/Carer Name:.....

Date Signed:.....

\*Parent/Carer Signature is required for ALL pupils

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