



PROCEDURAL GUIDANCE ON THE USE BY PUPILS OF MOBILE PHONES IN SCHOOLS

With the increasing numbers of children owning a mobile phone and the ever-developing range of functions available, the undernoted guidance on appropriate use by pupils of mobile phones in schools should be applied.

1. Children are permitted to take mobile phones to school. It is recognised that parents/pupils will have legitimate needs with regard to contact via telephone. *However, any alteration to normal childcare arrangements at the end of a school day must continue to be communicated by parents directly to the school and not directly to the pupil.*
2. In order to minimise disruption and safeguard the teaching and learning processes, all mobile phones must be switched off during class times.
3. Mobile phones may be used during interval and lunch breaks.
4. The taking of photographs and/or video footage is strictly forbidden unless the prior agreement of the subject has been obtained. Any unauthorised images shall be required to be removed by parents of the pupil owning the phone.
5. No pupil is permitted to take a mobile phone into any SQA examination. Even if the telephone is switched off, the pupil will be automatically disqualified from the examination.
6. The responsibility for the security of the telephone and appropriate insurance cover will rest with the parent and/or pupil.
7. Sanctions – Should pupils not comply with these instructions, staff may confiscate mobile phones until the end of the pupil day, when they will be returned. However, repeated non-compliance with the policy may result in the withdrawal of permission to take a mobile phone to school. In these circumstances this will be confirmed in writing to the parents and will be time limited in the first instance.

It is important for parents/carers and children and young people to appreciate that the misuse of mobile phones is in fact a breach of school discipline. All schools have procedures and policies to deal with breaches of school discipline and these will be applied in these circumstances.

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