



INVERURIE **ACADEMY**

Learning & Teaching: Mobile Phone Policy

August 2017

IN LEARNING
TO ambition

IN LEARNING
TO inclusion

IN LEARNING
TO integrity

IN LEARNING
TO respect

Learning & Teaching: Mobile Phone Policy

Aims:

- To encourage an ethos of quality learning and teaching at Inverurie Academy shaped by our Core Values of Ambition, Inclusion, Integrity and Respect.
- To provide a framework to support the appropriate use of mobile phones within school for educational purposes
- To provide guidance to all stakeholders on the management of the use of mobile phones in teaching areas.

Rationale:

Ambition:

The Digital Learning and Teaching Strategy states that '*appropriate and effective use of digital technology within education will give all of our learners the opportunity to improve their educational outcomes and to develop digital skills that will be vital for life, learning and work in today's increasingly digitised world*'.

Some tools which enhance and support learning and teaching include websites, apps, learning platforms, Virtual Learning Environments (such as Glow and Google Classroom), blogs and wikis, podcasting and on-demand TV/video/radio clips. There will be increased opportunities for students to access these educational tools, as advised by staff, using their mobile phones.

Inclusion:

Inverurie Academy recognises that mobile phones are an integral part of modern life, and we must embrace the role a student's own device can bring to their learning and make sure that our students are taught how and when it is acceptable to use them.

Integrity & Respect:

At Inverurie Academy, we understand our responsibility to educate our students on eSafety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain safe and be aware of legal issues when using the internet and related technologies, in and beyond the context of the classroom.

Procedures:

In classrooms/teaching areas

1. Acceptable use posters to be put up in classrooms/ teaching areas. (Teachers' discretion each period whether to be red or green). Mobile phones should be out of sight (ideally in schoolbags) and remain on silent until permission to use them has been granted by the teacher and the 'green zone' sign is up.
2. Misuse of Mobile Phones in classrooms/teaching areas:
 - If a pupil who does not have the teacher's permission to use their phone for an educational purpose takes their phone out and is caught using it in class (or should it ring in class): the pupil will be instructed to put their phone away. If they fail to do so, or are caught using it again, the phone should be confiscated by the teacher and passed to the school office to put in the box there as soon as possible, but certainly before the end of the school day. The office staff will then generate a 'Year Head Mobile Phone Letter' to be sent to parents/carers.
 - If a pupil has permission from the teacher to use their phone and is then caught using it for something other than what they were permitted to use it for, the pupil will also be instructed to put their phone away. If they fail to do so, or are caught using it again, the phone should be confiscated by the teacher and passed to the school office to put in the box there as soon as possible, but certainly before the end of the school day. The office staff will then generate a 'Year Head Mobile Phone Letter' to be sent to parents/carers.
 - If students who have already received a 'Year Head Mobile Phone Letter' are then caught in the same situation again, the Year Head should send home 'Year Head Mobile Phone Letter 2' which asks parents/carers to support learning and teaching in the school by keeping their child's phone at home, or their child will be asked to hand it in to the school office every morning to be put in the box during the day for a week.
 - If students are caught using their phone in a way that demonstrates misuse of the internet (e.g. looking at inappropriate images) the teacher (and PT) should follow the instructions in the school Internet Removal Policy. The pupil will have their school internet access removed for 2 weeks and Year Heads will write to parents requesting their support in encouraging their child to leave their phone at home for this period of time.
 - If students are caught using their phone to take photographs or film staff or students in the classroom, the teacher should confiscate their phone and send for the Duty Depute to deal with this situation. Please telephone the school office who will contact the Duty Depute.

Out of classrooms/ teaching areas

1. Acceptable use posters to be put up in identified social areas.
2. Misuse of Mobile Phones in areas out of classrooms/teaching areas:
 - Students should not be using mobile phones whilst travelling around corridors for health and safety reasons
 - If students are caught using their phone in the corridor, they should be asked to put their phone away. Any pupil refusing to cooperate with this request should be referred to their Year Head.
 - If students are caught using their phone to take photographs or film staff or students in the corridor, the teacher should confiscate their phone and send for the Duty Depute to deal with this situation. Please telephone the school office who will contact the Duty Depute.

NB

- Students are allowed to bring personal mobile phones to school however Inverurie Academy or Aberdeenshire Council cannot be held responsible for the loss, damage or theft of any personal mobile phone.
- Inverurie Academy is not liable for any data or contractual charges incurred in the use of personal mobile phones.

Appendix 1

Pupil and Parent/Carer information:

Students to be informed of this policy and procedures via assemblies and parents/carers to be informed via text that they can view a copy of this policy on the school website. Points for all staff, students and parents/carers to note include:

- The positive use of mobile technology for educational reasons and increasing digital literacy skills
- The positive use of mobile technology for safety/ travel reasons
- Promotion of digital citizenship is done in school and education re safe and responsible use (including anti-bullying etc.) is done through PSE/ Business & IT subject areas/ assemblies/ Police input etc.
- Assemblies will include continuing to remind students re need to respect privacy and breach of rights/ breach of the peace should they take photographs/ film others
- All to note that responsibility/liability for personal devices in terms of data costs, loss, theft or damage lie with the student and parent/carer should the student choose to bring a device to school.

Appendix 2
Year Head Mobile Phone Letter 1

Dear

Mobile Phone Misuse:

NAME: Class:

It has been brought to my attention that _____ was using his/her mobile phone in school on _____.

School Policy states that mobile phones must be on silent and out of sight (ideally in a schoolbag) in all 'red zones'. If a student who has already been asked to put their phone away then takes their phone out, uses it in class without permission (or should it ring during class) the phone will be confiscated by the teacher. The pupil may then retrieve it from the school office at the end of the school day.

If a student were to repeatedly have their mobile phone confiscated then contact would be made with parents/carers to request support in the form of keeping the mobile phone at home or the pupil putting it into the box in the office during the school day for a period of one week. This action would be taken on the grounds of disruption to learning and teaching. The same would apply in any situation where a student was abusive, argumentative or aggressive towards a member of staff who confiscated a mobile phone.

Mobile phones should not be used in the school corridors or 'red zones' for health and safety reasons.

Mobile phones must not be used to photograph or record images of fellow students or staff. Anyone using their mobile phone to harass, bully, harm, offend or abuse others, will face severe disciplinary action or even prosecution.

I would appreciate if you could discuss the importance of following the school policy on the use of mobile phones with _____. If you wish to discuss the matter further, please ask to speak to _____ (PT Guidance) or myself as Year Head.

Yours sincerely

Depute Rector (Year Head S_)

Appendix 3

Year Head Mobile Phone Letter 2

Dear

Mobile Phone Misuse

NAME: Class:

It has been brought to my attention that _____ was again using his/her mobile phone in school without permission on _____.

I therefore write to ask for your support in either ensuring that _____ leaves his/her phone at home for a period of one week on the grounds of the disruption to learning and teaching. (Should you require to contact them at school for emergency purposes, please contact the school office who will pass on a message).

Should you wish _____ to carry their mobile phone to school for travel/safety reasons, we ask for your support reminding _____ to hand their mobile phone into the school office on arrival each day for a period of one week. _____ can retrieve it from the school office at the end of each school day.

I would appreciate if you could discuss the importance of following the school policy on the use of mobile phones with _____. If you wish to discuss the matter further, please ask to speak to _____ (PT Guidance) or myself as Year Head.

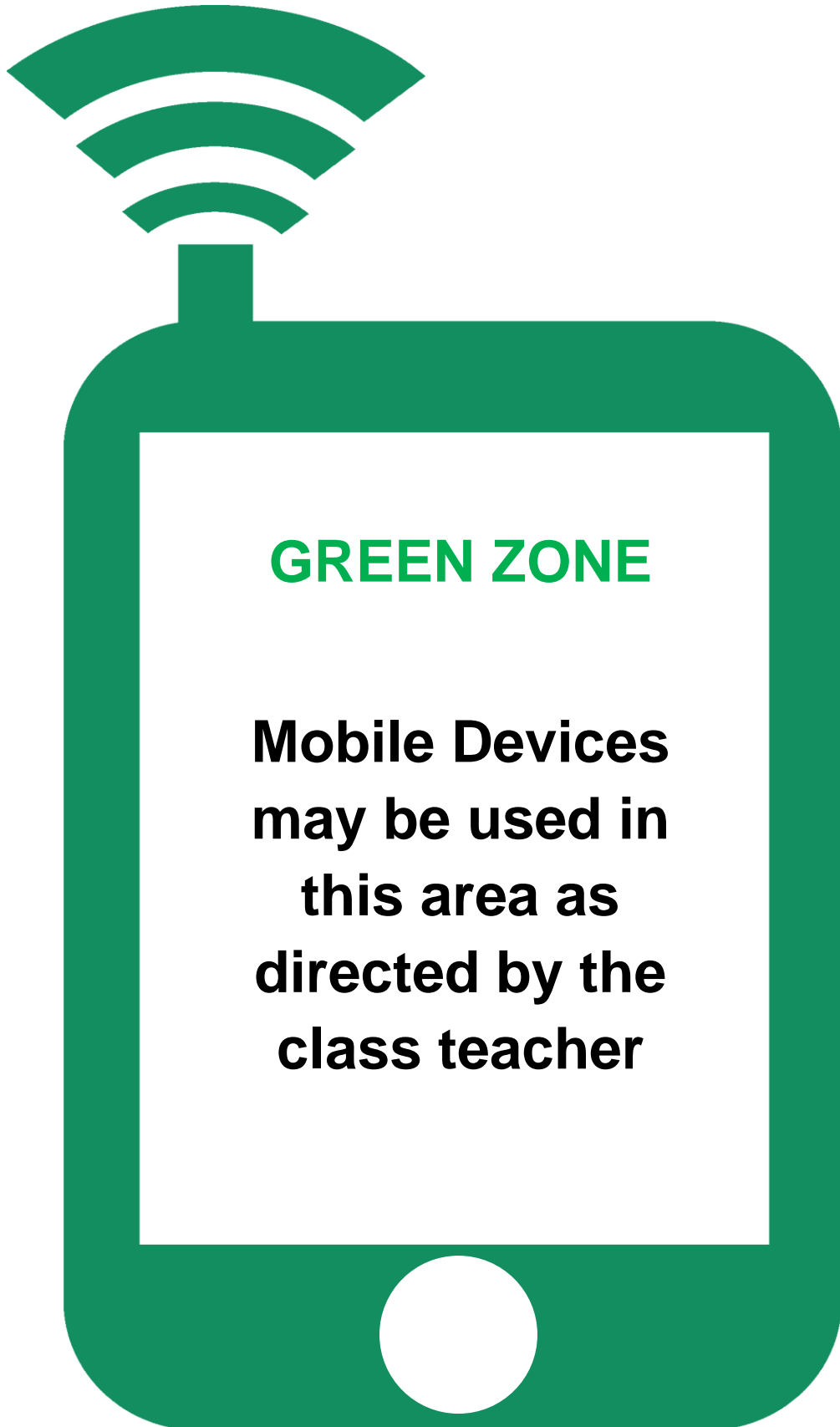
Yours sincerely

Depute Rector (Year Head S_)



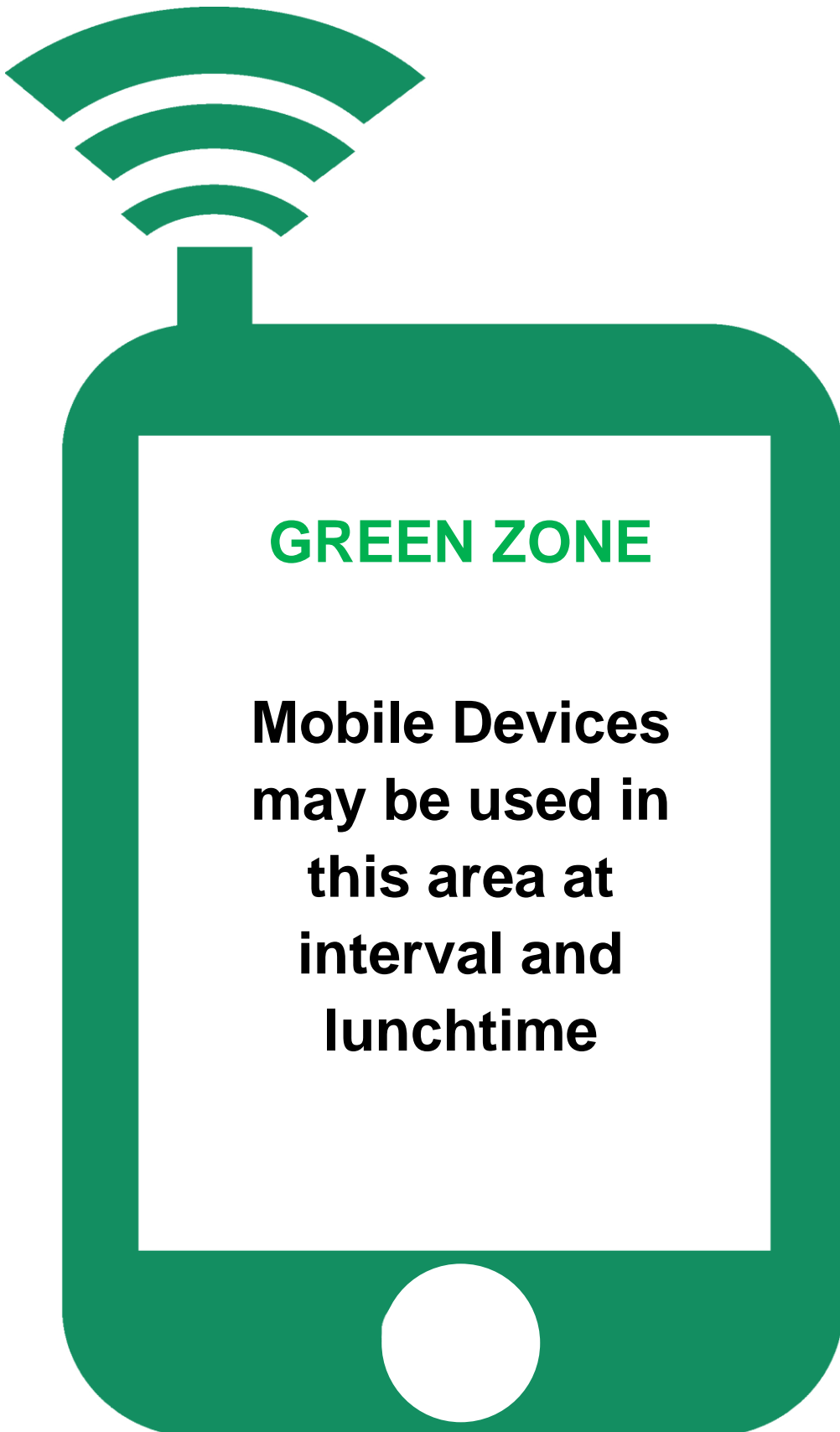
RED ZONE

**Mobile Devices
may not be
used in this
area**



GREEN ZONE

**Mobile Devices
may be used in
this area as
directed by the
class teacher**



GREEN ZONE

**Mobile Devices
may be used in
this area at
interval and
lunchtime**