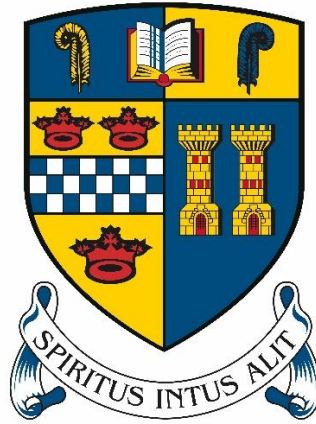


# Inverurie Academy



## Mobile Phone Policy

April 2023



## Rationale

At Inverurie Academy, we recognise that mobile phones are an integral part of modern life that can bring a sense of security to parents as their children enjoy more independent activities, such as travelling to and from school unsupervised.

Children and young people now have at their fingertips access to digital content, resources, experts, databases and communities of interest. Embracing the positive role a student's own device can bring to their learning aligns with our commitment to embed digital learning and teaching in order to raise attainment and ambition for all.

As digital learners, all our pupils have the opportunity to develop the skills, ability and agility to select and use appropriate digital technology for learning, life and work. This includes the use of personal mobile phones. However, it is recognised that these devices have the potential to be used inappropriately and can seriously impede effective learning and teaching. This policy is designed to clarify how they should be used.

## Aims

Our policy aims to:

- Promote, and set an example for, safe and responsible mobile phone use, in line with Scottish Government advice.
- Set clear guidelines for the use of mobile phones and headphones/ear-buds for pupils, staff, parents and volunteers.
- Support the policies and procedures of Aberdeenshire Council and the school, in particular: [Online Safety](#), Anti-Bullying, [Child Protection and Safeguarding](#), Mobile Technologies, and [Promoting Positive Relationships](#).

This policy also aims to address some of the challenges posed by the use of mobile phones in school, such as:

- Risk to child protection
- Data protection issues
- Impact on mental wellbeing
- Impact on learning and teaching in the classroom
- Appropriate use of technology in the classroom
- Risk of theft, loss, or damage

## Roles and Responsibilities

### Teaching and Support Staff

Staff should act as good role models in their use of mobile phones.

All staff are responsible for ensuring that they monitor the use of mobile phones and headphones/ear-buds in school and implement current policies regarding these devices. Staff should regularly remind themselves about the requirements and access the statutory guidance as and when needed.

### Pupils

Mobile phones and linked devices (e.g., smart watches) must be set to silent mode on the school site. On school transport they may be used respectfully and safely, with consideration of the driver and other passengers.

Mobile phones and headphones/ear-buds are brought to school entirely at the risk of the owner and the decision to do this lies with the user (and their parents/carers), as does the liability for any loss or damage resulting from their use on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

### Parents/Carers

Parents/carers have a particularly important role to play in monitoring and counselling their child(ren) on the appropriate use of their mobile phone and headphones/ear-buds. We would greatly appreciate support of this Mobile Phone and Headphones Policy.

## Acceptable Use

It is important to ensure that the use of mobile phones and headphones in school supports Inverurie Academy's core values. It is the responsibility of all pupils to demonstrate **integrity** and adhere to the school's zone system and code of conduct:

**Red zones** = Classrooms, Corridors/stairwells during lesson times, Library, Learning Plazas (except S5 & S6 pupils), Planned Learning Spaces/Break-out Spaces (except S5 & S6 pupils), changing rooms and toilets

Mobile phones and headphones/ear-buds must **not** be used and should be in bags\*.

**Green zones** = Canteen/Atrium, social areas (including Auditorium at break and lunchtime), S5 & S6 social areas, corridors & stairwells in between lessons, outdoor areas

Mobile phones and headphones/ear-buds may be used before school, during interval and at lunchtime in these green zones (**NOT** during class time)

*\*Unless noted on the Pupil Profile as an agreed ASN regulation tool, as part of a medical requirement, or specifically authorised by a teacher in the classroom*

By default, **teaching areas (including the library, unless Green Zone poster is displayed) should be treated as 'Red Zones'**. However, staff may temporarily allow the use of mobile phones for educational benefit. Examples of this could include:

- Using educational applications
- Using an electronic diary or calendar
- Using the calculator function
- Using a language translator
- Conducting research
- Taking photographs of, recording audio or videoing own work
- Accessing resources and/or uploading work to Google Classroom

The teacher will clearly indicate when such use is permitted by displaying a 'Green Zone' display in the classroom/teaching space.

### Library

The library will effectively be like a classroom- A **Red Zone** unless the librarian has displayed the **Green Zone poster** allowing mobile phone use (for example when making use of the library app, or when allowing access to past paper papers when pupils are revising).

### Learning Plazas

Learning Plazas are **Red Zones**, **unless** specific permission has been given by a member of staff, or unless they are being used as a classroom and the teacher has displayed a **Green Zone poster**. **S5 & S6** pupils are also permitted to use their mobile devices in Learning Plazas at any point, as long as it is for study purposes.

### Planned Learning Spaces/Break-Out Spaces

Planned Learning Spaces/Break-Out Spaces are **Red Zones**, **unless** specific permission has been given by a member of staff as an extension of the classroom (for example if doing project work in groups, if conducting research for class tasks, etc). **S5 & S6** pupils are also permitted to use mobile phones in these spaces at any time, as long as it is for study purposes.

### Corridors, Stairwells & Toilets

Corridors, Stairwells and Toilets are **Green Zones** during transition to classes. **During class time**, corridors, toilets and stairwells are **Red Zones** and pupils should not be using phones in these areas during class time. It is also strongly recommended that pupils do **NOT** use their phones on stairwells, as this can be a health and safety risk.

### Changing Rooms

Mobile phones are forbidden to be used in any changing room in the school. They are **Red Zones**. Pupils are to follow the instructions from members of PE staff regarding where their phones should go at the start of PE lessons, or by default, they are to be left in bags.

### Auditorium

The Auditorium will effectively be like a classroom- a **Red Zone**, **except** during break, lunch and transition between classes, where it will be a **Green Zone**.

### Exceptions

Pupils who have specific **ASN** and/or **medical requirements** to access and utilise their phone in red zones in the campus will be permitted to do so. This will be made clear in their ASL Pupil Profiles and/or as a flag in SEEMIS.

## Mobile Phone and Headphone Use



Mobile phones and headphones **must be in bags** when entering a classroom and during all lesson times, unless they are being placed in a designated safe area before the lesson begins. If you do not have a bag, your phone must be placed in a safe space as specified by the teacher.

This is to reduce the distractions created by it and allow you to be more focused on your learning. It will help you be **ambitious** in school. It will also prevent conflict arising between you and your teachers.



Mobile phones and headphones/ear-buds may be used in the classroom **only with permission from a member of staff**, with usage relating to learning and teaching. This will be clearly communicated and displayed by the teacher (either on the Clever-Touch screens and/or by a laminated poster indicating 'Green').

Young people must only photograph or video other individuals with their permission, as part of an educational task or activity. The unauthorised sharing of images and recordings of others is forbidden, and all such photographs or videos taken or received must be immediately and permanently deleted.

If a member of staff deems that mobile phone use is having a negative impact on learning and teaching, they may immediately rescind permission and place the classroom in a 'Red Zone' (displayed via the Clever-Touch screen and/or a laminated poster), and if appropriate, apply sanctions in accordance with the school's Promoting Positive Relationships policy. This is about **respect**, for each other, for your teachers and for your learning.



It is strongly recommended that mobile phones are made easily identifiable, have a protective case, and are secured with a passcode or PIN.

Mobile phone users must adhere to appropriate, responsible, and lawful use, as detailed in the Online Safety and Child Protection and Safeguarding policies.

When moving around the school before and in between lessons, mobile phone use will be permitted, but **not during class time**. At this time, mobile phones should be in bags, or in the designated safe space in the classroom. This is about **inclusion**- it applies to all of us in the campus (except the Senior Leadership Team (SLT) who require them for their duties).

*\*Unless sanctioned for sensory regulation*

Should a pupil be caught using their mobile phone in the classroom when not authorised, or in the corridors/stairwells during lesson times, they will be given **one clear warning** to put it away in their bag. If they fail to do so, or are caught with it again in class, this will be logged in our systems (SEEMIS). If a mobile phone use breach has been logged **five times** or more in a week, a letter will be sent home and the pupil's mobile phone use may be removed for a set period. If the pupil continues to make use of their phone/mobile device in class after it has been logged by a member of staff, the duty Depute will be contacted to confiscate the phone from the pupil and this will also be logged in SEEMIS. This is about **integrity**: doing the right thing for the right reasons.

### Advice for Parents/Carers

While we will make every effort to track lost or misplaced mobile phones or headphones through our normal lost property procedures, the school does not accept responsibility for replacement of these devices.

To avoid disruption to learning and teaching, if contact with a child is required while lessons are in progress, in the first instance a request for communication to be relayed should be made via the school office (01467 532290).

For repeated pupil breaches of the Acceptable Use Policy (AUP), a range of consequences may be applied. In some circumstances, the SLT (Senior Leadership Team) may interview the pupil, confiscate the mobile phone, and retain it securely until the end of the school day, and contact parents/carers. In extreme cases, parents/carers may be called to school and the right of that young person to have a mobile phone during the school day may be temporarily withdrawn. We also seek parental support in these sanctions, by potentially requiring your child to keep their phone at home for following school day after the trigger has been reached, or that they hand their phone into the school office at the start of the school day (if required for safe travel to/from school).

### Additional Information

#### Definitions

Where headphones/ear-buds are mentioned, this encompasses all types: wired or wireless over-ear, on-ear, and in-ear types (such as true wireless ear buds and air pods) and includes ambient sound headphones.

#### References

[Digital Learning and Teaching Strategy for Scotland \(Education Scotland\)](#)

[Enhancing learning and teaching through the use of digital technology \(Scottish Government\)](#)

[Online Safety Policy Template \(360 Degree Safe\)](#)

[Guidance on Developing Policies to Promote the Safe and Responsible Use of Mobile Technology in Schools \(Education Scotland\)](#)

[Mobile phone policy model and examples \(The Key\)](#)

[Confiscation: The legal issues that schools need to know \(TES\)](#)



