

Tinto Primary School and Nursery Class

GUIDELINES ON THE USE OF MOBILE PHONES IN SCHOOL

This policy has been developed and agreed in consultation with representatives of the school staff, pupil and parent councils.

It is the recommendation of South Lanarkshire Council that an outright ban on mobile phones is not appropriate, as this would not encourage a culture of responsible mobile phone use by pupils. However the Parent Council, staff and Pupil Council would prefer that children did not bring mobile phones to school with them. However, it will be at the discretion of individual parents/carers as to whether they allow their child to bring a mobile phone to school or not.

Mobile phones are regarded as 'personal effects' and are brought into the school at the pupil's/parent's own risk. Tinto Primary School and South Lanarkshire Council are not liable for damage or loss of a child's mobile phone.

For those children who do bring mobile phones to school we want to encourage a culture of appropriate and responsible use and that is the purpose of this policy.

RESTRICTED USE

If a child brings a mobile phone to school they should be clear that the use of their mobile phone is restricted.

- Mobile phones must be switched off and placed in the child's schoolbag during the school day. This includes during curricular work, sports activities, extra-curricular activities, while moving between classes, 'Golden Time' activities, play times or other activities being taken by a member of staff or a visitor to the school.
- Mobile phones should not be taken into toilets
- Mobile phones are not allowed to be taken on educational trips, outings or residential visits. During such events school staff will have parent/emergency contact details should you need to be contacted. If you need to contact your child this can be done via the school office. Children and staff will have access to a phone during residential visits.
- Mobile phones must not be switched on whilst on school transport

MOBILE PHONE CAMERA/VIDEO FUNCTIONS

- Mobile phone camera or video functions are not allowed to be used during your child's time at school or during extra-curricular activities (including trips, outings and residential visits)

TRANSMISSION OF INAPPROPRIATE MATERIALS

- Mobile phones brought into school should not be used for the transmission of or viewing of inappropriate materials (including video and images).
- Mobile phones brought into school should not be used to incite bullying.
- Mobile phones brought into school should not be used to film any criminal activity

SANCTIONS

- When a child fails to follow our guidelines the following sanctions will be carried out.

Using a mobile phone during a restricted time: *The phone will be confiscated by the member of staff. The confiscation will be logged and the phone kept in a locked place in the school office until the end of the school day. The child will be able to collect the phone from the school office at 3pm and will be required to sign for its return. (See appendix)*

Misuse of a mobile phone at school (including trips, residential visits): *Misusing a mobile phone at school will lead to serious consequences within our school discipline procedures. This may involve the issue of a punishment; the child's parent/carer being asked to attend a meeting with the head teacher, or the most serious consequence – exclusion from school and involvement of the police. In all cases of serious misuse of a mobile phone at school the child will be prohibited from bringing the phone to school for a period of time.*

PERSONAL SAFETY AND EMERGENCIES

- In the event that a parent has to contact a child or that the school has to contact a parent during the school day (including extra-curricular activities, trips and residential visits) we will have arrangements in place to ensure this happens. Staff on trips, residential visits are able to be contacted by phone from the school. When a child is out of school the staff will always have full contact and emergency contact information available.

STAFF AND PUPIL SUPPORT

- Staff and pupils who are the subject of any mobile phone misuse will be provided with appropriate support and follow up. The head teacher will be the person responsible for ensuring that this support is implemented.

LINKS TO OTHER POLICIES

S.L.C. Care and Welfare
S.L.C Operating Procedure F1
Tinto Discipline Guidelines
Tinto P.S.D. Guidelines

RESOURCES

- Safe and well – information for schools:
<http://www.scotland.gov.uk/Publications/2005/08/0191408/14093>
- Nuisance Call Bureau: <http://protectourchildren.o2.co.uk/AdviceForSchools.jsp>
- Bullying by phone – information for children: <http://www.stoptextbully.com/>
- Bullying by phone – information for parents: <http://www.stoptextbully.com/help/15/advice-for-parents-and-teachers>
- What your child's mobile can do – information for parents:
http://www.o2.com/media_files/What_your_mobile_can_do.pdf

• **AWARENESS RAISING**

- The school will display simple but clear 'Mobile Phone Do's and Don'ts' posters throughout the school to ensure that pupils are aware of our guidelines. (see appendix)
- This policy will be included in our annual school handbook.
- Each staff member (including visiting supply staff) will be issued with a copy of this policy.
- Details of the policy will be published in our school newsletter and on our school website.
- The policy will be displayed on the parent notice board at the school/nursery entrance.

This policy was developed and agreed April 2008.

Head Teacher

Parent Council Chairperson

Senior Pupil Council Representative

Staff EIS representative

The policy on the use of mobile phones at school will be reviewed in April 2011

DRAFT

APPENDIX

CONFISCATION OF A MOBILE PHONE BY A MEMBER OF STAFF

1. Ask the pupil to switch off the phone and give it to you.
2. Place the phone in a polypocket along with a completed log slip
3. The phone should be taken to the school office where it should be kept in a locked cupboard/cabinet until the end of the pupil day.
4. The pupil may collect the phone from the school office at 3pm provided that they sign for the phone on the log slip
5. Log slips should be retained by the school office
6. In cases where serious misuse of a mobile phone is evident the DHT or HT should be informed

LOG SLIP FOR A MOBILE PHONE

Name of pupil.....

Class

Confiscated by (Staff name)

Date..... Time.....

Type/colour of phone.....

Phone returned (Pupil to sign).....



DID YOU BRING YOUR
MOBILE PHONE
TO SCHOOL TODAY?

IF 'YES'.....THEN REMEMBER!

- **Do** keep your phone switched off and in your school bag during school time.

What is 'school time'? It's during lessons, moving along corridors, during PE or sport activities, lunch time and play time, during 'Golden Time', during lunch time clubs or after-school clubs.

- **Don't** use your phone's camera or video function at all while you are at school.
- **Don't** take your phone on trips, or residential visits.
- **Don't** take your phone into the toilet or changing rooms.
- **Don't** use your phone to download inappropriate materials or show such things to others.

Thank You!

LOG SLIP FOR A MOBILE PHONE

Name of pupil.....

Class

Confiscated by (Staff name)

Date..... Time.....

Type/colour of phone.....

Phone returned (Pupil to sign).....

LOG SLIP FOR A MOBILE PHONE

Name of pupil.....

Class

Confiscated by (Staff name)

Date..... Time.....

Type/colour of phone.....

Phone returned (Pupil to sign).....

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