



## **The Use of Mobile Devices within Inverkeithing Primary School**

This statement has been developed, in accordance with Fife Council Education Service policy. It aims to promote the safe and responsible use of mobile technology and to minimise the risk of potential concerns which may include:

- Inappropriate use of mobile devices to record audio or images within the school grounds.
- Inappropriate online images or content being accessed
- Devices being used to engage in online bullying or harassment across a range of digital platforms.

Mobile devices should be left at home.

Any parent/carer needing to make urgent contact with their child should contact the school office on 01383 602416.

Our office staff can contact any families by phone through the school day, should they need to.

Any child who brings their mobile device to school for use after school should ensure that it is switched off and put away and not used in school grounds or in the school building.

### **Managing the misuse of mobile phones**

- If a pupil has a mobile phone or smart watch in the playground or school building, then they will be asked to turn it off and put it away. If required, a member of the Senior Management Team will arrange for the phone to be kept at the school office where the pupil can pick it up at the end of the day.
- If it is discovered that there is inappropriate use of a mobile device during school hours, then this will be investigated, and parents will be alerted if there have been any audio/visual recordings made during the school day.
- Any images or recordings found to be on the device should be removed from the device.
- If it is found that a pupil has been the subject of harassment or bullying as the result of a device being used in school, then this will be investigated in accordance with our Positive Relationships and Behaviour policy.

**Inverkeithing Primary School accepts no responsibility for any loss or damage to personal mobile devices brought into school.**