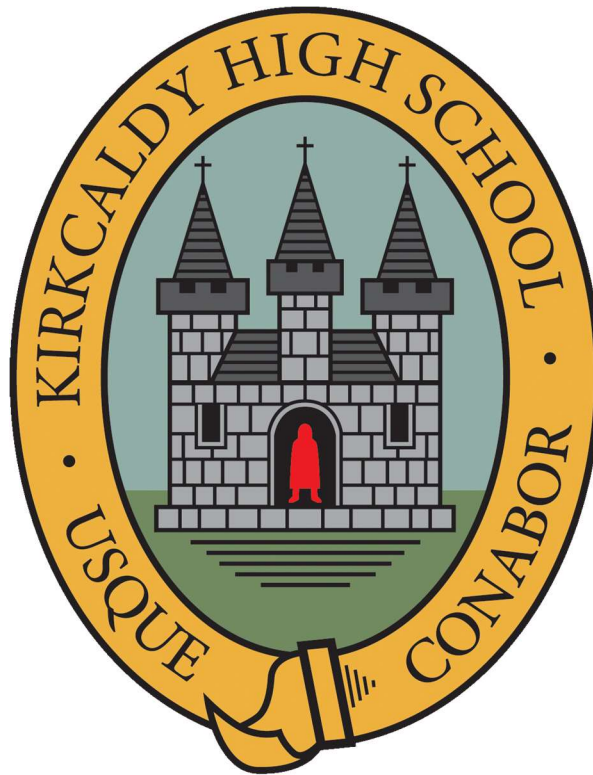


Kirkcaldy High School

Mobile/Earphones Policy



October 2024



Rationale

This policy has been developed, in accordance with Fife Council Education Service policy and the Scottish Government “Guidance on Developing Policies to Promote the Safe and Responsible Use of Mobile Technology in Schools” (2013).

This policy aims to promote the safe and responsible use of mobile technology as part of our ‘Anytime, Anywhere Learning’ school strategy and minimise the risk of potential concerns which may include:

- Lack of focus on usual learning activities
- Inappropriate use of mobile phone to record images or film footage
- Access to inappropriate online images or content
- Online bullying or harassment

All members of our school community should observe the following expectations

- Mobile phones should be switched off and out of sight during lesson times, unless for a learning purpose as instructed by the class teacher
- Earphones/headsets/air-pods should not be used in classrooms, unless for a learning purpose as instructed by the class teacher
- Camera and filming functions should only be used to take a picture of a piece of work or to capture other learning instructions such as for Homework, and only after permission has been given by the class teacher
- Use of phones is not allowed in any toilet/changing area at any time
- Music on phones must not be used in classrooms during teaching periods unless permission has been given by the class teacher
- Pupils are advised to keep their telephone number and other personal details secure
- Mobile phones must be placed on teacher’s desk if the young person needs to go to the toilet or leaves the room for any other reason
- Pupils may use their mobile phones during break and lunchtimes in social areas as part of their social time, however they must not take photos or videos of staff or pupils
- If you have a mobile phone while in school, you are bound by this policy. If you do not agree, you should not bring a mobile phone into school at all



Managing the misuse of Mobile Phones

- Any pupil, who is the subject of harassment arising from the use of mobile phones or other concerns related to inappropriate use of a mobile device **during school hours**, should report the matter to their Guidance Teacher or Year Head Depute, who will investigate in accordance with the school policy on Anti-bullying
- Mobile phone posters are displayed in classrooms and will be turned to show if mobile phone use is allowed or not
- Pupils who have their mobile phones out in class without permission will:
 - ❖ Firstly, be asked **once**, politely, to put their phone away – teachers may issue a whole class warning at this stage and proceed to step 2 if the phone is out.
 - ❖ If pupils do not follow this instruction, they will be asked to ensure their phone is switched off and placed on the teacher's desk, in a plastic box, **until the end of the lesson**. *Alternatively, a teacher may decide that the pupil can place the phone in their bag.*
 - ❖ Should a pupil not be willing to follow these instructions a 'Duty Rector' call should be placed, and a member of the school extended leadership team will attend the classroom. The phone will be put in the school office and returned at the **end of school day**
- Parents who need to make urgent contact with their child are advised to phone the school office on 01592 583405
- If urgent contact with home is required pupils should report to their Guidance Teacher or Pupil Support Officer and arrangements will be made for appropriate telephone access

Further Supporting Guidance and Information

- GTCS Professional Guidance on the Use of Electronic Communication and Social Media: www.gtcs.org.uk/web/FILES/teacher-regulation/professional-guidance-ecomms-social-media.pdf
- 360 Degree Safe is an online, interactive self-review tool which allows schools to review their e-safety policy and practice: www.360safeScotland.org.uk
- Respectme Scotland's Anti-Bullying Service. Information and advice on all aspects of bullying for practitioners, parents and pupils: www.respectme.org.uk
- Child Exploitation and Online Protection Centre (CEOP), UK police agency dedicated to protecting children from sexual abuse: www.ceop.police.uk
- Think U Know- A website for young people and their parents/carers and teachers. Run by the Child Exploitation and Online Protection Centre (CEOP): www.thinkuknow.co.uk
- Childline is the UK's free, confidential helpline dedicated to children and young people: www.childline.org.uk 0800 1111
- Positive Relationships and Behaviour –Better Relationships, better learning, better behaviour (Scottish Government 2013): <https://education.gov.scot/parentzone/Documents/BetterRelationships.pdf>

This policy will be reviewed in **May 2025** in accordance with the School Development Plan and will take account of changes in legislation and advances in technology.