

# **Kirkcaldy High School**

## **Mobile/Earphones Policy**



**May 2026 V2**

# Kirkcaldy High School



## Rationale

This policy has been developed, in accordance with Fife Council Education Service policy and the Scottish Government “Mobile Phones: guidance for Scotland’s schools” August 2024 ([Guidance on Mobile Phones in Scotland’s Schools](#))

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:

- iPad use in lessons, reducing need for a mobile phone to access learning
- 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, period changeovers and around the school building during class time.
- Teachers will request phones to be placed in a box at the start of every period. Learners will then receive their phone back at the end of the period. The only exceptions will be those who require a phone for medical purposes – diabetes etc.
- 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 (iPad use only)
- Use of phones is not allowed in any toilet/changing area at any time
- Music on phones should not be used at all in class, unless as a specific strategy for a learner.
- Pupils are advised to keep their telephone number and other personal details secure
- Pupils may use their mobile phones during break and lunchtimes in social areas only 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
- Pupils who refuse to put their mobile phone in the box will:
  - ❖ Firstly, be asked **once**, politely, to put their phone in the box.
  - ❖ Secondly, if not complying, the phone should be placed on the teacher table or other suitable space
  - ❖ 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](http://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](http://www.360safeScotland.org.uk)
- Respect me Scotland's Anti-Bullying Service. Information and advice on all aspects of bullying for practitioners, parents and pupils: [www.respectme.org.uk](http://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](http://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](http://www.thinkuknow.co.uk)
- Childline is the UK's free, confidential helpline dedicated to children and young people: [www.childline.org.uk](http://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>
- Mobile Phones: Guidance for Schools- - [Foreword - Mobile phones: guidance for Scotland's schools - gov.scot](https://www.gov.scot/Topics/education/schools/mobilephones)

This policy will be reviewed in **May 2027** in accordance with the School Development Plan and will take account of changes in legislation and advances in technology.