

Glencoe Primary School



Policy:

Mobile Phone & Smart Device Policy

Date of Review: September 2026

1. Purpose & Rationale

Glencoe Primary School, in partnership with our associated primary schools, is committed to providing every young person with a calm, focused and welcoming place to learn. recent Scottish Government guidance on mobile-phone use in schools, our policy aims to:

- guarantee consistent, disruption-free learning in every classroom
- foster positive face-to-face relationships across the school community
- protect pupils' safety, wellbeing and digital dignity

We recognise that mobile technology plays an important part in pupils' lives outside school. Inside school, however, constant alerts, notifications and camera access can interrupt learning and expose young people to risks that staff cannot supervise. By keeping personal devices switched off and in school bags during the school day, we create a calm, focused environment for learning.

 ENHANCE LEARNING	 PRIORITISE SOCIAL INTERACTION	 PROMOTE SAFETY & WELLBEING
Maximise focus by removing the pull of messages, games and social media, allowing pupils to concentrate fully on lessons and coursework.	Build real connections by encouraging pupils to talk, collaborate and support one another face-to-face at breaks, lunches and during group tasks.	Reduce risk of cyberbullying, exposure to harmful content, inappropriate images or unauthorised filming, and safeguard privacy in all areas of the school.

2 . Scope

This policy applies to **all pupils** and **all personal mobile or smart devices** (phones, call/message-enabled smartwatches, tablets, handheld gaming or internet-enabled devices) **anywhere on school grounds during the school day - including break and lunch**. Staff may use personal phones only for emergency or operational duties such as first aid or fire evacuation, etc.

3. Core Rule – OFF & OUT OF SIGHT

- Devices must be **switched off** before pupils enter the school grounds.
- Devices must be stored in school bags **throughout the entire school day, including break and lunch**.

Restricted areas: Phones must never be used in toilets or changing rooms.

Glencoe Primary School is **not liable for loss, theft or damage** to personal devices.

4. Roles & Responsibilities

Pupils

- Follow the *Off & Out of Sight* rule without reminders.
- Keep their mobile phones in school bags.

Parents / Carers

- Model appropriate device use and discuss the policy at home.

- Contact the school office (01855 811359) for urgent messages rather than a child's phone.

Staff

- Apply the policy consistently and fairly.
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5 Graduated Sanctions

Stage	What happens?
1st or 2nd breach	Device confiscated, labelled and stored at reception. The pupil collects it at the end of the school day. Parents/carers to receive an email or text notification that the phone has been removed.
3rd breach	Parent / carer contacted. They must collect the device in person from the school office. From this point on, the parent/carers will be required to collect the phone every time it is confiscated.
Refusal to hand over device	Immediate referral to SMT.

6. Exceptional Circumstances & Reasonable Adjustments

- Long-term medical monitoring (e.g. diabetes app), or to support a medical condition supported by a doctor's letter.
- Parents / carers should contact the school office **in advance** to make an appointment to create a written plan with key staff.
- Any agreed exception will be recorded in an individual plan, including when and how the device may be used. At all other times, it must follow the school's usual rule.
- All adjustments will be reviewed regularly to ensure they remain necessary and proportionate

7. Communication & Safeguarding

- Pupils who feel unwell notify their class teacher in the first instance who will arrange for a call home.
- Parents / carers should phone the office for urgent messages. We will relay information or arrange supervised contact.
- Difficult news is always delivered with pastoral support present.
- Photography or filming of anyone without explicit permission is forbidden and may result in disciplinary action or police involvement.

8. Monitoring & Review

The Senior Leadership Team will review this policy annually - or sooner if national guidance changes - in consultation with the Parent Council and Pupil Voice.

9. Support for Families – Digital Safety & Reducing Screen Time

We encourage all families to support healthy, positive digital habits at home. These trusted sites provide excellent tips, controls and advice:

- **UK Safer Internet Centre**  saferinternet.org.uk – Age-specific guides and digital safety tools
- **NSPCC: Keeping Children Safe Online**  nspcc.org.uk/keeping-children-safe/online-safety
- **Internet Matters**  internetmatters.org – Custom advice for different ages/devices and parental control guides
- **YoungMinds: Screen Time & Wellbeing**  youngminds.org.uk
- **Apple/Android Digital Wellbeing Settings**
 - iPhone: [Settings > Screen Time](#)
 - Android: [Settings > Digital Wellbeing](#)

These tools can help families set clear boundaries, monitor online activity, and support a healthy balance between screen time and other aspects of life.



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