

Cumbernauld Academy Mobile Phone Policy v.2

Rationale

Cumbernauld Academy prioritises learning and teaching and the safety of pupils and staff. We are committed to supporting staff to create an environment which is conducive to learning and where all staff and pupils feel safe. We recognise that the unmanaged use of mobile phones by pupils in class can have an adverse impact on learning and on safety. This document aims to give staff guidance to support the management of pupil mobile phone use in order to create a positive and safe classroom environment.

This policy also applies to the use of headphones/ ear buds.

Outline

- The **default** position is that pupils are not allowed to use mobile phones in classrooms.
- Mobile phones may be used in class to enhance learning and teaching only if the class teacher gives permission. If the teacher has not given **express** permission to use mobile phones for learning and teaching, then pupils should not remove their phone from their bag.
- This means that all mobile phones should be kept in school bags or lockers during classes.
- If a pupil leaves class for any reason, they should be reminded that mobile phones should not be used in corridors.
- Pupils are allowed to use mobile phones at break and lunch time in the social areas or the playground.
- If parents need to get in contact with their child urgently during class times, they should phone the school office, who will be able to get in touch with the pupil.

Sanctions

- If a pupil takes their phone out in class without permission, one warning will be given to put the phone away. If the pupil takes the phone out again, or refuses to put the phone away, the phone will be confiscated by the class teacher placed in an envelope which should be labelled with the pupil's name and year group and taken to the Faculty Head at the teacher's earliest convenience. The Faculty Head should then take the phone to the school office at their earliest convenience, but before the end of the school day.
- If a pupil refuses to hand their phone to the class teacher, they should be referred to the faculty head.
- Confiscated mobile phones will be stored in a locked storage container in the office until the end of the day.
- At the end of the day, pupils should collect their mobile phone from a member of SMT.
- Names of pupils who have had their phones confiscated will be recorded by SMT. If any pupil has had their phone confiscated three times or more, their pupil support teacher will contact home to raise the issue. If mobile phone use continues to be an issue for individual pupils after contact home, SMT will arrange further sanctions as appropriate.
- If a pupil has their phone confiscated and needs to make or take an urgent phone call, they may do so at break or lunch time under the supervision of a member of SMT. Upon completion of the call, the phone will be returned to the locked storage container.