



Ayr Academy Mobile Phone guidelines



Pupil Use of Mobile Phones

Pupils are permitted to bring mobile phones to school but they must be switched off during the school day, apart from at morning interval and lunchtime.

No photographs or video clips of any person should be taken without their prior permission.

Pupils are not permitted to take mobile phones, or personal music players, into an SQA prelim or final exam/assessment.

Mobile phones are the responsibility of the owner at all times in terms of security and safekeeping, except in circumstances where the item has been confiscated.

Pupils will be given one warning to put the phone away. If it comes back out it should be given to the teacher for that period.

It is appropriate for a member of staff to confiscate a mobile phone if it is switched on during the school day, apart from at morning interval and lunchtime.

All confiscated phones should be labelled with the owner's name. The phone should be switched off.

The confiscated phone should be forwarded to the school office as soon as is practically possible and certainly before the end of the school day.

The owner of the phone should be instructed to report to the Year Head at the end of the school day.

If the owner refuses to hand over the phone then the teacher should seek PT assistance. This should be done in the usual manner, ie by contacting the school office. If the PT has issues they should contact SLT.

The office will keep a record of all confiscated phones.

The first time a phone is confiscated from a pupil the Year Head will warn the pupil and remind him or her about the use of such items in school. The phone will be returned to the pupil.

The second time a phone is confiscated from a particular pupil the YGH will inform the pupil that the phone is being retained until the end of the school day.

SLT will monitor this situation regarding phones and will contact parents when appropriate.