

Mobile Phones

This policy outlines the appropriate use of mobile phones at Wallace Hall Academy.

Mobile phones are part of modern society and the majority of pupils will now own a mobile phone. We understand that for safety reasons pupils will carry a mobile phone in order to contact parents/carers before or after school. However, mobile phones can also lead to several problems in school, for example bullying, disruption to lessons and inappropriate web usage. As a school we encourage our pupils to talk to each other, develop friendship groups and attend clubs/activities at break and lunchtime, as opposed to using their mobile phones.

Responsibilities

- It is the responsibility of the pupil who brings a mobile phone to school to follow the school's mobile phone policy.
- Wallace Hall Academy and Dumfries and Galloway Council cannot accept responsibility for any loss, theft or damage of a mobile phone. Pupils may use their locker to store mobile phones during class time.
- Parents/Carers are reminded that in case of emergencies, the school office remains the appropriate point of contact. Passing on messages via the school office reduces the chance of disrupting lessons. Please avoid calling or messaging your child on their mobile phone during the school day.
- Mobile phones should be used in a respectful manner. Misuse of phones/mobile devices is an offence under the Communications Act 2003, if it involves a call or message that is grossly offensive or is an indecent obscene or menacing character.

Pupils

- Mobile phones should be switched off or in airplane mode during lessons, unless directed otherwise by the class teacher.
- Mobile phones can be used out with class time - before 9.15 am, at morning interval, lunch and after school. Mobile phones should not be used between classes and should not be used in corridors.
- When phones are being used on school premises out with class time, they should be used in such a way that is respectful to others.
- Follow the designated Mobile Zone posters displayed around the school and in classes. In summary, the zones are:

- Green Zone – Mobiles phone allowed before school, at interval and at lunch in the Dining Hall, Street, Library (at interval and lunch) and outside spaces
- Amber Zone – Mobiles may be used at the discretion of the class teacher.
- Red Zones – Corridors, stairwells and during lessons when directed by the teacher
- Pupils should protect their mobile phone number and usernames on Social Media Platforms, keep a note of who they give it to. This can help reduce the chance of receiving unpleasant, insulting or threatening messages.
- Be respectful and do not to take a photograph of a member of staff or a pupil without their permission.
- Under no circumstances should mobile phones be out in PE changing rooms.
- The SQA strictly prohibits mobile phones from being taken into examinations. The SQA has a zero tolerance policy if any pupil is found in possession of a phone in an exam hall/room.
- We encourage the safe use of mobile phones. Pupils must note that it is a criminal offence to use a mobile phone to menace, harass or offend another person.
- Pupils must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic materials (text and/or images).
- For repeated or serious misuse of a mobile phone, a pupil will be subject to appropriate school disciplinary procedures.

Staff

- Staff should avoid giving their personal contact details to parents or pupils, including connecting through their personal social media and messaging apps.
- Staff should avoid publicising their contact details on social media platforms or websites to avoid unwanted contact by parents or pupils.
- Staff will politely request that a pupil puts away their mobile phone if it is being used in the corridors or classroom without permission.
- Any misuse of a phone may result in confiscation of the phone. A confiscated phone will be retained until the end of the lesson or will be passed to the school office for safe keeping and can be collected at a time designated by staff or the end of the school day.

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and wellbeing. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the local authority or other relevant organisations

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Wallace Hall Academy

School Rules regarding Use of Mobile Phones/Devices (including headphones)

1. As a rule, phones/devices should not be out in class, including after packing up. They should be kept in pupils' bags. Where use is permitted, this will be discussed with the class (e.g. for research / Teams / Satchel One / pictures of notes from screen).
2. If phones are out without permission the following procedure should be followed:

Pupil is using their phone/device without permission

- Warning given by teacher



Pupil continues to use phone/device

- Teacher will confiscate phone/device to be returned at the end of the lesson. A demerit will be recorded.
 - The second confiscation will result in the phone/device being sent to the office for collection at the end of the day. A demerit will be recorded.
- Any further confiscations then the phone/device will be sent to the office and kept until a parent/guardian comes to collect it. A demerit will be recorded.



Pupil refuses to hand over phone/device

- PTC/SMT will be informed and that further sanctions will apply. Teacher should report this at a suitable point in lesson to minimise disruption.