



# Castle Douglas High School

## Safe and responsible use of mobile devices

2024

## Use of Mobile devices in School

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This mobile device policy has been developed in line with the latest guidance from Scottish Government.

## Introduction

### Use of Mobile devices in school

At Castle Douglas High School we recognise that mobile technology has potential benefits for learning and teaching. It is unreasonable and impractical to attempt to impose a ban on mobile devices in schools. This policy promotes the safe and responsible use of mobile devices. Considering the risk factors, there is a need for schools to adopt a robust but measured response to the consequences of the inappropriate use of mobile devices. This will help staff, young people, and parents to enjoy the flexibility that mobile devices can provide, whilst helping them to feel safe and protected from harm.

This policy recognises the important role of educators in preparing young people to become 'digital citizens'. Castle Douglas High School recognises today's digital world provides immense opportunities to enhance learning and teaching. However, these opportunities should not come at the expense of our young people's wellbeing or education.

Safe and responsible use as defined below will ensure the positive wellbeing of staff, pupils and parents.

### Safe and Responsible Use

The responsible behaviour which is expected in the classroom and around the school property is also expected in an online environment.

- To avoid interruptions to learning and teaching, mobile devices must be switched off/on silent and out of sight during class unless otherwise instructed by the classroom teacher.
- To avoid interruptions to learning and teaching, mobile devices must be switched off/on silent and out of sight. Pupils should not be using their mobile devices between classes.
- In order to respect the privacy of other pupils and staff, photographs and filming must not be taken during the school day or any images used or recordings uploaded on social networking sites or any other websites without special permission of school management and of those who may be featured.
- In order to respect the dignity of all within the school community, users should note that cyberbullying is bullying behaviour which takes place via mobile devices or over the internet, through emails, instant messaging and social networking sites. Any such behaviour occurring in the school will be viewed in the same manner as any other form of bullying and the school anti-bullying policy will be applied.
- Staff who find themselves the subject of misuse of mobile technology are encouraged to report such incidents and seek support through their line manager.
- Pupils who find themselves the subject of misuse of mobile technology are encouraged to report such incidents to their principal teacher support, a member of senior management or to any member of staff they trust.
- It is the responsibility of staff, parents and pupils to recognise the importance of their roles in maintaining a safe, healthy and acceptable use of mobile technology.
- This guidance for safe and responsible use also applies on school excursions and within all extra-curricular activities.
- **All classrooms are equipped with a 'photel', a safe place to put mobile phones. The school will operate a 'see it, hear it, lose it' approach to phones being out in classrooms or phones being out as young people move between classes. If you 'lose it' your phone will be stored in a photel in the school office from where, depending on whether or not this is a pattern of behaviour, it can be collected at the end of the school day.**

Some potential actions where the code of “Safe and responsible Use” has been breached may be:

- In cases of minor breaches, this would be dealt with by school staff as per normal better relationships, better behaviour, better learning policy.
- If a pupil mobile device causes an interruption to learning and teaching the pupil will be asked to hand their device to the classroom teacher who will store it in a safe place, returning it at the end of the teaching period.
  - If the same pupil mobile device continues to cause an interruption to learning and teaching the pupil will be asked to hand their device to their teacher who will label it and store it in the school office where the pupil may collect it at the end of the school day.
  - If the same pupil mobile device continues to cause further interruption to learning and teaching a parent/carer will be contacted and asked to keep the child’s mobile device at home.
- Teachers record a SEEMIS referral as the action taken on occasions where they have had to confiscate a mobile device.
- In cases which involve filming or taking photographs using mobile devices, school staff will ask the person(s) involved to delete the footage unless it is of a serious enough issue that it needs to be reported to the police.
- If school staff suspect that a crime has been committed or have any child protection concerns a mobile device can be retained as evidence.

## **Emergency Contact**

Parents should note that in the event of an emergency contact during the school day, contact should be made through the school office. Parents should not be attempting to contact their child on their child’s mobile device during the school day. This will ensure the communication of any important information happens through appropriate channels.

**Pupils who feel ill or who need to contact home, should make that contact through the school office. Pupils should not contact parents directly on their mobile device before they have communicated with the school office or a member of teaching staff.**

## **Liability for personal mobile devices**

The school accepts no responsibility for personal mobile devices in terms of loss, theft or damage at any time. We would advise that your postcode is marked on your mobile phone using a UV Pen. You should also note your IMEI number and take any other necessary precautions to secure your property.

## **SQA examinations**

Mobile devices/smartwatches are not permitted within the rooms designated for SQA examinations and assessments.

## **Useful Links**

SQA

<http://www.sqa.org.uk/sqa/70972.html>

Guidance on developing policies to promote the safe and responsible use of mobile technology in schools. (Scottish Government)

<http://www.gov.scot/Publications/2013/11/4092>

Helping children and young people stay safe online

<https://saferinternet.org.uk/>

**Agreement**

**Pupil Mobile Phone Agreement**

As a pupil at Castle Douglas High School and as the parent of the undernoted pupil, I understand and agree to follow the expectations set out above in the **Pupil Mobile Device Policy for Castle Douglas High School**.

Pupil Signature:.....

Parent/Carer Signature:.....

Parent/Carer Name:.....

Date Signed:.....