TRINITY HIGH SCHOOL

ACCEPTABLE USE OF MOBILE PHONES POLICY

MAY 2025

Introduction and aims

At Trinity High, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. They can offer educational benefits and open up exciting learning opportunities for pupils, but it is essential that this is used appropriately within the school environment.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers.
- Support the school's other policies, especially those related to child protection and behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Low-level disruption in classes
- Bullying and harassment of children and staff.
- Interference with children's learning.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Roles and responsibilities

1. Staff

- All teaching staff, including cover teachers, are responsible for overseeing and implementing these procedures.
- Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are advised not to use their mobile devices while children are present/during contact time for personal reasons. Staff keeping their phone with them during contact times must ensure their phone is switched off (on silent/ vibrate only).
- In circumstances where immediate contact is needed, then staff should let family/ their child's school know to call the School Office as personal phones will be switched off or on silent during lessons.
- Staff should be professional in their use of mobile phones in school and model best practice.

2. Use of mobile phones by pupils

- Mobile phones must be either switched off or on silent and kept in bags from the start to the end of the lesson. They must not be used during any lessons without explicit permission from a member of staff.
- Phones may be brought out between lessons for reasons related to their school commitments e.g. checking their timetable/school email account on the way to another class.
- In circumstances where immediate contact is needed, then pupils should discuss this urgency with their classroom teacher so that arrangements can be made to contact a family/ carer. All urgent calls should go through the office, as personal phones should not be accessible during lessons.

3. Consequences

- School staff are permitted to confiscate phones from pupils under section 15 of Guidance on Mobile Phones in Scotland's Schools Update 2024.
- If a pupil uses their phone during a lesson without permission, they must return the phone to their bag in the first instance. All pupils will only be given one warning. If a pupil uses their phone for a second time they will be instructed to leave the phone on the teacher's desk immediately. The phone can be collected at the end of the period. All confiscations must be marked as a demerit. Multiple offences of a similar nature will lead to further consequences. This will include the Faculty Head and involvement from their Head of House where required.
- If a pupil refuses to hand over their phone, the teacher will follow the behaviour management process. The pupil will be sent to the Faculty Head. If the Faculty Head is not available, the pupil will be sent to their Head of House.
- Certain types of conduct, bullying (including taking photographs without a person's permission) or harassment can be classified as a breach of a person's human rights. The school takes such matters very seriously. The person who has uploaded such images will be told to take these down immediately.
- In cases of extreme misuse where criminal events have been recorded using a mobile device, this immediately becomes a police matter. This will be reported to the campus police officer who will then make the decision how to proceed with the incident. This may involve handing the phone over to the police without trying to access the contents.