

Stirling High School

Acceptable Use Policy for Mobile Devices¹

Key Messages

- **The use of mobile devices is acceptable within the school environment**
- **Mobile devices can only be used in class with the express permission of the teacher**
- **Mobile devices must be used responsibly at all times**

1. Purpose

The widespread ownership of mobile devices among young people requires that school managers, teachers, learners, parents/carers and carers take steps to ensure that mobile devices are used responsibly in school. This policy is designed to ensure that potential issues involving mobile devices can be clearly identified and addressed, ensuring the benefits that mobile devices provide (such as increased safety and greater learning opportunities) can continue to be enjoyed by our learners.

An adapted policy may be necessary for trips and excursions.

2. Rationale

The school accepts that mobile devices are an integral part of modern day life.

Stirling High School accepts that parents/carers give their children mobile devices to protect them from everyday risks involving personal security and safety.

Parents/carers are reminded that in cases of emergency, the school office remains the appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

3. Responsibility

3.1. It is the responsibility of learners who bring mobile devices to school to follow the guidelines outlined in this document.

3.2. Learners and parents are responsible for the appropriate care and security of their mobile devices.

3.3. It is the responsibility of learners to ensure mobile devices do not disrupt classroom lessons.

4. Acceptable Uses

4.1. The school recognises the importance of current technologies present in mobile devices eg camera and video recording, internet access, MP3 and MP4 playback, blogging, Bluetooth, audio recording, calculator etc. At times teachers and learners will want to utilise these functions to aid learning and teaching and learners may have the opportunity to use their mobile devices in the classroom. On these occasions pupils may use their mobile devices responsibly in the classroom when **express permission** has been given by the teacher.

4.2. Personal phone calls and texts may be allowed - in exceptional circumstances - with the **express permission** of the teacher.

¹ http://en.wikipedia.org/wiki/Mobile_device

5. Unacceptable Uses

Learners, on their own or as part of a wider group, must not use a mobile device to engage in personal attacks, harass other persons, post private information about other persons, use SMS messages, take/send/upload or share photos or objectionable images, or make threatening phone calls. This also includes using mobile devices to photograph or film anyone without their consent. Learners using mobile devices irresponsibly against other learners will face disciplinary action.

[It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend another person. The school may consider it appropriate to involve the police.]

6. Theft or damage

6.1. Mobile devices should not be left in bags that are unattended. To reduce the risk of theft during school hours, learners who carry mobile devices are advised to keep them well concealed and not 'advertise' that they have them.

6.2. Mobile devices that are found in the school and whose owner cannot be located should be handed to the school office.

6.3. The school accepts no responsibility for replacing lost, stolen or damaged mobile devices.

6.4. It is strongly advised that learners use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their devices (e.g. by other learners, or if stolen).

7. Inappropriate conduct under exam conditions

Any learner found using a mobile device in exams or assessments will face disciplinary action including having their assessment invalidated. In any SQA exam, the Chief Invigilator will report the incident to the SQA. In such a case, the learner risks not being credited with that exam result or indeed any exam result in that diet. Mobile phones are not permitted in SQA exam rooms even if switched off.

8. Sanctions – using a mobile device without permission

8.1. Learners who use mobile devices without prior permission will face having their device confiscated by teachers.

8.2. On the first infringement of this policy a verbal warning will be issued and demerit recorded.

8.3. On the second infringement the mobile device will be confiscated by the teacher and taken to a secure place within the school office. The mobile device will be returned to the learner – at the end of the school day - after a discussion with a member of the LMT. The class teacher should complete a referral to record the incident. The school office will log the incident.

8.4. On any subsequent infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. Parents/carers will be notified and the pupil will not be permitted to collect the phone without a parent/carer present. The class teacher should complete a referral to record the incident. The school office will log the incident.

8.5 A new log will be started at the beginning of each term.

9. Sanctions – using a mobile device irresponsibly to harm another person

9.1. Learners who use mobile devices in this way will face possible exclusion from school until a parent/carer can attend school for a meeting. Where a law is broken, the incident will be reported to the police.

Effective: January 2012

The following websites give useful information about the safe and responsible use of mobile devices

<http://highlandesafety.wordpress.com/2010/08/16/mobile-phone-safety-advice-for-Parents/carers-carers/>

<https://blogs.glowscotland.org.uk/glowblogs/ISRU-News/young-people/>

http://www.thinkuknow.co.uk/11_16/control/

<https://blogs.glowscotland.org.uk/glowblogs/ISRU-News/games-and-mobile/mobile-devices-and-the-law/>