

Ellon Academy



Mobile Phone and Earbud Policy

February 2023



Rationale

At Ellon Academy, we recognise that mobile phones are an integral part of modern life that can bring a sense of security to parents as their children enjoy more independent activities, such as travelling to and from school unsupervised.

Children and young people now have at their fingertips access to digital content, resources, experts, databases and communities of interest. Embracing the positive role a student's own device can bring to their learning aligns with our commitment to embed digital learning and teaching in order to raise attainment and ambition for all.

As digital learners, all our pupils have the opportunity to develop the skills, ability and agility to select and use appropriate digital technology for learning, life and work. This includes the use of personal mobile phones. However, it is recognised that these devices have the potential to be used inappropriately and this policy is designed to clarify how they should be used.

Aims

Our policy aims to:

- Promote, and set an example for, safe and responsible mobile phone use, in line with Scottish Government advice.
- Set clear guidelines for the use of mobile phones and headphones for pupils, staff, parents and volunteers.
- Support the policies and procedures of Aberdeenshire Council and the school, in particular: [Online Safety](#), [Anti-Bullying](#), [Child Protection and Safeguarding](#), [Mobile Technologies](#), and [Promoting Positive Relationships](#).

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

- Risk to child protection
- Data protection issues
- Impact on mental wellbeing
- Impact on learning in the classroom
- Appropriate use of technology in the classroom
- Risk of theft, loss, or damage

Roles and Responsibilities

Teaching and Support Staff

Staff should act as good role models in their use of mobile phones.

All staff are responsible for ensuring that they monitor the use of mobile phones and headphones in school and implement current policies regarding these devices. Staff should regularly remind themselves about the requirements and access the statutory guidance as and when needed.

Pupils

Mobile phones and linked devices (e.g., smart watches) must be set to silent mode on the school site. On school transport they may be used respectfully and safely, with consideration of the driver and other passengers.

Mobile phones and headphones are brought to school entirely at the risk of the owner and the decision to do this lies with the user (and their parents/carers), as does the liability for any loss or damage resulting from their use on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Parents/Carers

Parents/carers have a particularly important role to play in monitoring and counselling their child(ren) on the appropriate use of their mobile phone and headphones. We would greatly appreciate support of this Mobile Phone and Headphones Policy.

Acceptable Use

It is important to ensure that the use of mobile phones and headphones in school supports Ellon Academy's core values. It is the responsibility of all pupils to demonstrate integrity and adhere to the school's traffic light system and code of conduct:

Red zones = Corridors/stairwells, changing rooms and toilets

Mobile phones and headphones must not be used and should be out of sight*.

Amber zone = Library

Senior pupils may use their mobile phone and headphones for school-related tasks.

Green zones = Canteen, social areas, outdoor areas

Mobile phones and headphones may be used before school, during interval and at lunchtime.

**Unless noted on the CIF as an agreed sensory regulation tool*

By default, **teaching areas (including the library) should be treated as red zones**. However, staff may temporarily allow the use of mobile phones for educational benefit. Examples of this could include:

- Using educational applications
- Using an electronic diary or calendar
- Using the calculator function
- Using a language translator
- Conducting research
- Taking photographs of, recording audio or videoing own work
- Uploading of evidence of own work to Google Classroom



Mobile Phone and Headphone Use

READY

Mobile phones and headphones must be out of sight when entering a classroom, unless they are being placed in a designated safe area before the lesson begins.

Before being permitted to leave a classroom during a lesson, pupils must place their mobile phone face down on the teacher's desk (or in an alternative designated safe area).

RESPECTFUL

Mobile phones and headphones may be used in the classroom only with permission from a member of staff, with usage relating to learning and teaching.

Young people must only photograph or video other individuals with their permission, as part of an educational task or activity. The unauthorised sharing of images and recordings of others is forbidden, and all such photographs or videos taken or received must be immediately and permanently deleted.

If a member of staff deems that mobile phone use is having a negative impact on learning and teaching, they may immediately rescind permission and, if appropriate, apply sanctions in accordance with the school's Promoting Positive Relationships policy.

SAFE

It is strongly recommended that mobile phones are made easily identifiable, have a protective case, and are secured with a passcode or PIN.

Mobile phone users must adhere to appropriate, responsible and lawful use, as detailed in the Online Safety and Child Protection and Safeguarding policies.

When moving around the school, mobile phones must be away and all earphones must be removed and out of sight*, to limit distractions and maximise awareness of surroundings.

**Unless sanctioned for sensory regulation*

Advice for Parents/Carers

While we will make every effort to track lost or misplaced mobile phones or headphones through our normal lost property procedures, the school does not accept responsibility for replacement of these devices.

To avoid disruption to learning and teaching, if contact with a child is required while lessons are in progress, in the first instance a request for communication to be relayed should be made via the school office (01358 281150).

For repeated pupil breaches of the Acceptable Use Policy (AUP), a range of consequences may be applied. In some circumstances, the SLT (Senior Leadership Team) may interview the pupil, confiscate the mobile phone, and retain it securely until the end of the school day, and contact parents/carers. In extreme cases, parents/carers may be called to school and the right of that young person to have a mobile phone during the school day may be temporarily withdrawn.

Additional Information

Definitions

Where headphones are mentioned, this encompasses all types: wired or wireless over-ear, on-ear, and in-ear types (such as true wireless ear buds and air pods) and includes ambient sound headphones.

References

[Digital Learning and Teaching Strategy for Scotland \(Education Scotland\)](#)

[Enhancing learning and teaching through the use of digital technology \(Scottish Government\)](#)

[Online Safety Policy Template \(360 Degree Safe\)](#)

[Guidance on Developing Policies to Promote the Safe and Responsible Use of Mobile Technology in Schools \(Education Scotland\)](#)

[Mobile phone policy model and examples \(The Key\)](#)

[Confiscation: The legal issues that schools need to know \(TES\)](#)