



Mearns Academy

Mobile Phone Policy

Overview

This policy is designed to promote responsible use. Mobiles can be helpful for staff, pupils and parents when used in a positive way and they are increasingly being used to contribute to learning and teaching. As a result, we allow the use of mobiles in school, with certain restrictions.

On occasions, mobile phones cause problems in school. At an extreme, this can include causing confrontation between pupils and staff; disrupting teaching and learning; bullying of pupils and staff; and invasion of privacy by photographing people without their knowledge or permission. Such practices are unacceptable, and this policy will help reduce such occasions.

Using Mobile Phone in Class

- Phones are to be out of sight during class, in a bag or pocket. This includes tutor time.
- Pupils will receive one warning about using a phone or a phone being out in class. This can include a general class warning that may be given at the start of the lesson.
- If a phone is being used after this, the teacher will ask the pupil to put the phone on their desk and it will be returned at the end of the lesson.
 - ***“You are aware of the school policy, you have been reminded during the lesson of the policy and your phone is still visible. Can you now put your phone on my desk and you can collect it at the end of the lesson, thank you”***
 - If a pupil fails to co-operate the class teacher will complete a ‘**mobile phone form**’ and the pupil will be made aware of this. [Link to mobile phone form](#)
 - ***“You have been asked to put your phone on my desk and you have refused. A mobile phone form will be completed at the end of the lesson and your parent will be informed”.***
- Following the completion of a ‘**mobile phone form**’ at the end of each day a Groupcall message will be sent home by the office team to inform parents/carers.
- Should there be continued failure to follow the mobile phone policy then the pupil will be instructed to hand their phone into the office during class time or leave their phone at home. This will be decided by SLT/Guidance and contact home will be made.
- Parents/Carers should not message pupils during class time. Contact with pupils can be made through the school office.
- **Phones must not be used to take anyone’s photo/video without their permission.**
- **Failure to comply with the above may result in exclusion.**

Using a phone for Learning & Teaching

- **The teacher will decide** if, and when, pupils should use their phone in class to support learning. This includes tutor time.

Playing music in class

- **The teacher will decide** if, and when, pupils can use their phone in class to listen to music. This includes tutor time.
- At times when music is not allowed, all personal earphones should be kept out of sight completely either in a bag or pocket.

Charging Phone in class

- **Pupils should not** be using their own charging cables to charge phones in classrooms. This is a health and safety risk and **will not be allowed.**
- If a pupil urgently needs to charge their phone, then they can go to the office at allocated times where they can leave their phone to charge.
These times are:- Before 0850 / Interval / Lunch (before 1.40pm) / After School

Using mobile phones at intervals and lunchtime

- Mobile phones can be used at intervals or lunchtimes.
- **Phones must not be used to take anyone’s photo/video without their permission.**
- **Failure to comply with the above may result in exclusion.**

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