



# MOBILE PHONE POLICY

## Summary of changes

Staff member responsible	Revision date	Approved by	Approval date	Reason for update
Rector	August 2021	SSG	August 2021	Annual Review
Assistant Head - Pastoral	Nov 2023	SSG	Nov 2023	Annual Review


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## AIM

To help pupils develop a positive and healthy relationship with mobile technology, which promotes its use as a positive aid for learning, communication and organisation, whilst safeguarding pupils against the risks of over and inappropriate use.


**ZONES** The definition of the zones are currently as follows:

	<p><b>RED ZONE:</b> Spaces where no mobile phones are to be used. Spaces that promote respect for others, self-awareness and mindful presence. Phones should be off and out of site for both pupils and staff.</p>
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**RED Locations** Changing Rooms, Bathrooms, Corridors, Stairwells, Assembly Hall, Swimming Pool, Games/Sports Halls, Shooting Range, Playfair Cloakrooms

	<p><b>AMBER ZONE:</b> Spaces where mobile phones can be used for learning or organisation under close supervision by teachers. Pupils should always ask permission to use devices in these spaces.</p>
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**AMBER Locations** All Classrooms, Library, Captain's Room, Fitness Suite and Gym, Outdoor Games Pitches, Gibson Auditorium, Drama Studio, Art Studio, Argyll Building

	<p><b>GREEN ZONE:</b> Spaces where pupils can use their device freely for learning, communication or personal organisation. Pupils can use their mobile phones without permission in these spaces but should continue to use their devices sensibly and within school guidelines.</p>
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**GREEN Locations** Outside areas (except games areas/pitches), Red Hut (CCF), Form VI Centre, Dining Hall (FII – FVI), Staff Rooms, Offices

**OPERATION** There is a strong suggestion from pupil feedback that teachers and sanctions should be firmer and more consistent. Teacher engagement with this is absolutely key to getting pupils into a routine of using their mobile devices as we expect.

### **RED ZONES**

- If you spot any pupil using a mobile device in a red-zone, ask them to move to the nearest green zone.
- Take their name and please issue a flag via the Rewards and Conduct Manager on ISAMS.

### **AMBER ZONES**

- **In classrooms**, the use of phone/device pockets for pupils to deposit phones is discretionary.
- If a pupil is caught using their phone inappropriately in your classroom (an Amber Zone), you should confiscate their phone and place it, upturned, on your desk, in their sight.
- The phone should be returned at the end of the lesson.
- It is envisaged that the consistent use of phone/device pockets should substantially reduce the need for confiscation during classes.
- Any misuse of a mobile device should be flagged using the Rewards and Conduct Manager on ISAMS with the clear details of the misuse.
- **In the library**, an Amber Zone, pupils should be asked to leave if they are using their phone inappropriately. Again, misuse of their device should be flagged using the Rewards and Conduct Manager.
- **In registration**, at the start of the school day, phones can be used freely for organisation, communication, sorting out their day, checking Teams, checking messages etc. until 8:45am (2<sup>nd</sup> bell). At this second bell, phones should be put away, unless the Form Tutor has asked pupils to use their phone for a specific purpose. After the 2<sup>nd</sup> bell - registration, notices, form tutor tasks, reading, prep, speaking to each other etc. - should all be encouraged.

### **GREEN ZONES**

- Sensible use is still to be encouraged in green zones: 'Pupils can use their mobile phones without permission in these spaces but should continue to use their devices sensibly and within school guidelines'.
- **Dining Hall:** This is an area where good phone 'etiquette' should be encouraged.