



MOBILE DEVICES ACCEPTABLE USE POLICY

1. Rationale and Purpose

- 1.1 The school recognises that personal communication through mobile technologies is an accepted part of everyday life. However, mobile devices are causing interruptions to learning and teaching, and the use of social media can often be a source of conflict which can have a negative effect on the health and wellbeing of learners.
- 1.2 The widespread ownership of mobile devices among young people requires that school administrators, teachers, pupils, parents and carers take steps to ensure that mobile devices are used responsibly at school. This Acceptable Use 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 educational uses) can continue to be enjoyed by our pupils.
- 1.3 Dumfries Academy has established the following Acceptable Use Policy for mobile devices that provides teachers, pupils, parents and carers guidelines and instructions for the appropriate use of mobile devices during school hours.
- 1.4 Pupils, their parents or carers must read and understand the Acceptable Use Policy as a condition upon which permission is given to bring mobile devices to school.
- 1.5 The Acceptable Use Policy for mobile devices also applies to pupils during school excursions and extra curricular activities both on the school campus and off site.

2. Responsibility

- 2.1 Parents and 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.
- 2.2 It is the responsibility of pupils who bring mobile devices to school to abide by the guidelines outlined in this document.
- 2.3 The decision to provide a mobile device to their children should be made by parents or carers. It is incumbent upon parents and carers to understand the capabilities of the devices and the potential use / misuse of those capabilities.
- 2.4 Parents and carers should be aware that if their child takes a mobile device to school then the school cannot accept responsibility for its loss, damage or costs incurred during its use.

3. Use of Mobile Devices

- 3.1 Mobile devices must be switched off and kept out of sight during classroom lessons and while moving between lessons.
- 3.2 Pupils may use their mobile devices in the classroom for educational purposes when express permission has been given by the class teacher. It should be noted that listening to music is not an acceptable educational purpose. Their use of personal mobile devices in one lesson for a specific purpose does not mean blanket usage is then acceptable.
- 3.3 Pupils must keep mobile devices switched off and out of sight when in Café DG/dining areas, Library Resource Centre and Hi Tech computing suite. Pupils may use mobile devices in other social areas within the school at morning interval and lunch time.
- 3.4 Using mobile devices to bully and threaten other pupils is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- 3.5 It is forbidden for pupils to photograph or film any pupils or members of staff without their consent.
- 3.6 Pupils must ensure that files stored on their devices do not contain violent, degrading, racist or pornographic material. The possession of such material is a criminal offence and will be reported to Police Scotland.
- 3.7 Under SQA regulations, mobile devices are banned from all examinations. Pupils must hand devices to invigilators before entering the Exam Hall. Any pupil found in possession of a mobile device during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.

4. Sanctions

- 4.1 Pupils who infringe the rules set out in this document will have their device confiscated by teachers. If the device is being used inappropriately, the pupil must give it to a teacher when requested. Failure to hand over the device may result in a ban on bringing any mobile device to school.
- 4.2 On the first infringement, the mobile device will be confiscated by the teacher and taken to a secure place within the School Office. The pupil will be able to collect the mobile device at the end of the school day and a record will be made of the incident. A Groupcall message will also be sent to the parent(s)/carer(s) to inform them of the incident.
- 4.3 On the second infringement, the mobile device will be confiscated by the teacher and taken to a secure place within the School Office. Parent(s)/carer(s) will be notified via Groupcall and the pupil will not be permitted to collect the device without a parent/carer's permission which may be given by telephone or in person. The incident will be recorded.
- 4.4 On the third infringement, the mobile device will be confiscated by the teacher and taken to a secure place within the School Office. Parent(s)/carer(s) will be notified via Groupcall and the pupil will not be permitted to collect the device without a parent/carer present.
- 4.5 Any further infringements of the mobile device code of conduct will result in a ban on bringing any mobile device to school.