



Kirkcudbright Academy

## Mobile Phone Policy



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## 1. Introduction

This policy sets out the expectations and procedures regarding mobile phone use within the school. It has been developed to safeguard pupils' wellbeing, minimise disruption to learning, and promote responsible use of technology. While the school recognises that mobile phones provide reassurance to parents and carers, particularly for travel to and from school, their use during the school day must be carefully managed.

## 2. Rationale

The presence of mobile phones in school can support communication and safety. However, inappropriate use may negatively impact learning, health, and social interaction. This policy seeks to balance the benefits of phone ownership with the need to maintain a safe, respectful, and focused learning environment.

## 3. Policy Guidelines

### 3.1 Possession

- Pupils are permitted to bring mobile phones to school.
- Phones must remain switched off or on silent mode during the school day unless permission is granted.
- Phones should not be visible around the school, they should be kept in bags or coat pockets.
- If a pupil brings a mobile phone to school, it is their responsibility to keep the phone safe. Any damage occurring to the device at school is the responsibility of the pupil, the school is not liable for any loss or breakage of the device.

### 3.2 Use in the School Building

- Mobile phones must not be accessed inside the school building unless a member of staff has given explicit permission for educational purposes.

- Exceptions may be authorised following discussions between the classroom teacher and Pupil Support or Additional Support for Learning staff where phone use supports physical or emotional wellbeing.

### **3.3 Confiscation**

- If a phone is seen or heard in the school building without permission, it will be confiscated and held in the school office.
- For the majority of pupils, the phone can be collected from the school office at the end of the school day.
- Repeat offences, (more than 3), the phone will be returned to parents or carers following contact via the school office.
- Where a student refuses to hand over their mobile phone, a member of the Senior Management Team will be called and the student may be removed from the room. Sanctions may be set in line with the school behaviour policy.

### **3.4 Use Outside the Building**

- Pupils may use mobile phones during breaks and lunchtimes, but only outside the school building.

### **3.5 Emergencies**

- In the event of an emergency, parents and carers should contact the school office. Staff will then facilitate communication with the pupil.

## **4. Roles and Responsibilities**

### **4.1 Teachers and Staff**

- Enforce the policy consistently and fairly.
- Provide clear guidance when mobile phone use is permitted for learning.
- Support pupils with additional needs who may require exceptions.
- Confiscate phones when policy breaches occur and manage returns in line with procedures.

### **4.2 Pupils**

- Adhere to the rules on mobile phone use.
- Keep phones switched off or silent in the building unless permission is granted.

- Use phones responsibly outside the building during breaks and lunchtimes.
- Accept that misuse may result in confiscation, removal from class, and parental involvement.

### **4.3 Parents and Carers**

- Support the school in enforcing the policy.
- Reinforce responsible mobile phone use with their children.
- Use the school office as the point of contact for emergencies during the school day.
- Engage constructively with the school if issues arise regarding repeated misuse.

## **5. Conclusion**

This policy is designed to ensure that mobile phones do not interfere with learning or wellbeing within the school. By working together—teachers, pupils, and parents/carers—the school community can promote responsible use of technology and maintain a safe, respectful environment for all.