

MOBILE DEVICE POLICY – TURNBULL HIGH SCHOOL

The following principles underpin this policy:

- The promotion of learning and teaching is the primary function of all educational establishments.
- Equity and inclusion for pupils across the school.
- Protecting wellbeing of staff and pupils.
- Promoting respectful and responsible use of mobile devices (including smart watches).

ACCEPTABLE USE

- Mobile devices are not permitted in lessons unless expressly authorised by the class teacher for a specific planned educational task. If approved use has not been given, mobile devices should be switched off and stored in school bag. The use of mobile devices is not permitted whilst pupils are tidying up and getting ready to leave.
- With parental agreement and Head Teacher approval, exceptions may be granted for medical, communication, or additional support needs.
- The use of mobile devices is strictly prohibited during assessments or examinations. Any breach may be treated as misconduct and reported in line with Qualifications Scotland guidelines.
- With the exception of the school library and the lunch queue, responsible use of mobile devices during interval and lunch times is permitted (e.g. listening to music with earphones). Mobile devices must not be used to photograph or film.

SAFEGUARING AND PROHIBITED USE

Staff are required to be vigilant to ensuring that mobile technologies are not misused and to report serious breaches to the relevant DHT / HT. The following are strictly prohibited:

- Recording or photographing staff, pupils, or premises without explicit consent.
- Audio recording of lessons or individuals.
- Sharing school-related content on social media without approval.
- Engaging in any form of online cyberbullying.
- Accessing, viewing or sharing content which is of a violent or adult nature.

All reported breaches will be managed in line with the procedures set out in the school's Promoting Positive Behaviour Policy.

CLASSROOM USE

Teachers should not rely on personal pupil devices for essential learning activities. For any activity that requires the use of a personal device, the class teacher must provide alternative resources to ensure all young people can engage in the learning experience. Teachers must actively monitor for any peer pressure or exclusion related to device ownership. No assumptions are to be made regarding pupils' access to personal mobile devices.

Where device use is approved within lessons:

- The learning objective must be clearly stated.
- Pupils should be reminded of expectations prior to any permitted use.
- Only approved educational platforms and applications that are GDPR compliant should be used.
- Teachers must actively monitor usage.
- Devices must be put in school bag immediately after use.
- Routine, unsupervised and unplanned use of devices is not permitted.

STAFF RESPONSIBILITIES

- Staff may use personal mobile devices during lessons only for school-related professional purposes (access to teaching tools), in line with agreed school protocols. This professional distinction must be clearly communicated to pupils to ensure transparency and fairness. All use must comply with data protection and safeguarding standards.
- Staff should not be expected to use personal mobile devices to communicate with colleagues about professional matters during the school day, except in emergency situations (e.g. internal phone systems are down or urgent support is required). All routine and professional communication must take place via approved internal platforms, such as GLOW, SharePoint, internal phone call or other designated communication systems.
- Staff may need access to a personal mobile device under exceptional circumstances. This is subject to approval by a line manager and is anticipated for a limited period of time.
- Staff deliver clear, consistent and regular instruction on responsible device use to all pupils.
- Staff must intervene promptly and appropriately in instances of misuse by following school procedures to managing misuse.

NON-COMPLIANCE

- If a device is being used during a lesson without permission, the pupil should be instructed by the member of staff to take their phone to the school office where it will be stored securely. This is a direct consequence, no warnings should be granted. Pupils will be issued with a receipt and can collect their phone from the school office at the start of lunch or end of school day. If a pupil refuses to comply with this instruction the member of staff should contact SMT who will come to the class. If a member of staff is concerned that this breach is a regular occurrence this should be referred to the relevant DHT / HT using SEEMIS referral system.

- If a device is being used inappropriately out with class (e.g. pupil out of class to go to the toilet with a mobile phone) the member of staff witnessing this should instruct the pupil to take their phone to the school office as per above procedure. If a pupil refuses to comply with this instruction the member of staff should alert a member of SMT, no attempt should be made by the member of staff to confiscate the phone from the pupil. This should be followed up by a referral to the relevant DHT / HT.

PUPIL VOICE

- Pupil voice has been central to this policy development. We will consult with pupils when reviewing or updating this mobile device policy to ensure that it reflects the needs, rights, and responsibilities of learners.
- Mobile device education will be included as part of PSE programmes across all stages.
- Peer-led campaigns or mentoring that support positive digital citizenship will be encouraged.

PARENTAL ENGAGEMENT

- School staff and parents will work together to support digital wellbeing by promoting balanced and mindful technology use and encouraging healthy device habits.
- Regular guidance through the Turnbull Time and signposting to apps and parent workshops to explore the impacts of mobile technology and support home-school consistency in expectations will be provided.

MONITORING

- SMT will monitor pupils not adhering to the school policy through their review of SEEMIS referrals. In the case of repeated or serious breaches the parent/carer will be informed. Where appropriate, a formal parental meeting with SMT to discuss ongoing misuse, with potential suspension of device privileges will take place.
- The school will provide a quarterly update to EDC in regards to the number of incidents that have taken place in school within the following categories:
 - Accessing or sharing of inappropriate or harmful online content (e.g. violent, extremist or sexual material).
 - Cyberbullying, online harassment, or peer-to-peer abuse via smartphone.
 - Recording, photographing of staff or pupils, or livestreaming on school grounds without consent.

STAFF TRAINING

- An annual update on mobile device policy will be provided by the school for staff at the start of the school session. This will promote collaboration between teaching and support staff to reinforce policy expectations across all areas of the school.

- Where appropriate, staff will be signposted to professional development on current trends in mobile technology, digital safety, and pupil wellbeing.

POLICY MANAGEMENT, REVIEW & EVALUATION

- Existing feedback channels (e.g. surveys, suggestion boxes and focus groups) are available for parents, pupils, and staff to share their views and concerns.
- We will monitor and feedback the impact of its mobile device policy as part of school self-evaluation and quality improvement calendar. This will include a review of compliance, equity, digital safety incidents, and stakeholder feedback.
- A formal review of this policy will take place in May 2029.

LIABILITY

East Dunbartonshire Council and Turnbull High School do not accept liability for:

- The loss, damage, or theft of personal mobile devices.
- The consequences of device confiscation due to non-compliance.