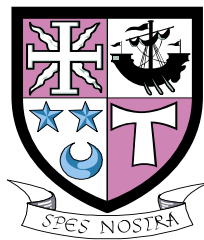




# Holy Rood RC High School



## Mobile Phone Position Paper





## **Holy Rood RC High School Mission Statement**

We, the community of Holy Rood High School, Inspired and helped by the Holy Spirit, aim to work together to build an inclusive community based on the Christian values of love, forgiveness and justice. In doing so, we hope to promote the spiritual, intellectual, moral, physical, emotional wellbeing and social development of everyone in our school community.

We aim in our relationships to show the highest level of care and compassion for one another based on mutual respect and support. We recognise, respect and celebrate the wonderful religious, cultural and social diversity we have within our school community. We will celebrate and give thanks for each other, especially in prayer and in the Eucharist.

We aim to deliver high standards of effective learning and teaching, in a supportive and nourishing environment to enable all pupils to develop positive attitudes towards learning, achieve their full potential, develop self-worth and build the resilience and self-awareness required for life. We will provide the pastoral and chaplaincy support which underpins academic achievement for all.

We aim to strengthen our relationships with the families, parishes, primaries and the local and global communities we are part of, to enable us to enrich the experiences that we offer our pupils and to celebrate and share our pupil's gifts, talents and successes for the benefit of others.

We aim to provide high quality leadership at all levels in our school community.

We aim to offer everyone who comes to our school generous hospitality and a welcome that reflects our vision of the God - given dignity of all.

## **Rationale**



This policy has been developed, in accordance with City of Edinburgh Guidance and the Scottish Government “Guidance on Developing Policies to Promote the Safe and Responsible Use of Mobile Technology in Schools” (2013).

At Holy Rood RC HS we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents, and staff, as well as the wider school community.

This policy aims to promote the safe and responsible use of **mobile phone technology** as part of our Promoting Positive Behaviour “**READY**” strategy. The **Mobile Phone Use Guidance** will minimise the risk of potential concerns which may include:

- Lack of focus on learning activities.
- Online bullying or harassment.
- Access to inappropriate online images or content through social media.
- Inappropriate use of mobile phone to record images or film footage.

Following the **Mobile Phone Use Guidance** will also help address some of the challenges posed by mobile phones in school, such as potential child protection issues, data protection concerns and risk of theft, loss, or damage.

### Mobile Phone Use Guidance

*It is important to remember that all pupils have iPads for digital learning within classrooms. These devices should be used to access any online activities.*

All members of our school community should observe the following **mobile phone expectations**:

- Mobile phones should be switched off and in school bag during lesson times and moving between classes, unless for an ‘exceptional circumstance’ learning purpose as instructed by the class teacher.
- Earphones/headsets/EarPods etc. should not be used on school premises unless for an ‘exceptional circumstance’ learning purpose as instructed by the class teacher.
- Camera and filming functions should only be used by school iPads to take a picture of a piece of work or to capture other learning instructions such as for Homework.
- Phones must be switched off and in school bag at all times in PE areas (in particular changing/toilet areas).
- Pupils are advised to keep their telephone number and other personal details secure.

**Note:** An ‘exceptional circumstance’ should be agreed in advance with the faculty’s SLT link. This may include pupils with additional support needs (e.g. ASD) who require access to their phone. A pupil ‘**Phone Pass**’ may be given to the pupil if access to the mobile phone is required for a longer period of time.



### **Pupils who have their mobile phones out in class without permission will:**

- If a pupil's phone (and earphones) is seen or heard in class they will be asked to ensure their phone is switched off and placed in the teacher's desk or the phone box. The phone should be **taken to reception** when the teacher is able. The pupil should be informed that they can collect the phone at the end of the day.
- Should a pupil not be willing to follow these instructions, an appropriate member of staff should be contacted (e.g. Curricular Leader, Emergency Line etc.) in line with the Promoting Positive Behaviour Position Paper.

### **Managing the misuse of Mobile Phones:**

- Any pupil, who is the subject of harassment arising from the use of mobile phones or other concerns related to inappropriate use of a mobile device during school hours, should report the matter to their Year Head or a member of Senior Leadership, who will investigate in accordance with the school policy on Promoting Positive Behaviour.
- Any pupil, who is the subject of harassment arising from the use of mobile phones or other concerns related to inappropriate use of a mobile device out-with school hours, should report the matter to the **Police**. If reported to a member of school staff, they can liaise with the school's Community Police Office, who will support as appropriate.

### **Pupils who have permission to leave class during lesson (e.g. toilet) will:**

- Be asked follow school rules and ensure their phone is switched off and placed in teacher's desk or the phone box provided to all teachers until they return.
- Pupils leaving class with permission will be recorded on the correct MS form. This will give an account of who was '**out of class**' and that their phone was with the teacher.

#### **NOTE:**

- If the instruction is not followed, teachers are advised to ask for the phone and hand it to the school reception. Phones sent to the school office can be collected by pupils at the end of the school day.
- Should a pupil not follow any of these instructions, an appropriate member of staff should be contacted (e.g. Curricular Leader, Emergency Line etc.).

### **Lunch & Break**

Pupils may use their Mobile during break and lunch as part of their social time. Pupils must use them appropriately (e.g. no filming, no inappropriate social media messages, etc..).



## Urgent Contact

Parents who need to make urgent contact with their child are advised to phone the school office on 0131 661 5871.

Pupils who require to make urgent home contact should report to the school reception and will be supported.

## Further Supporting Guidance and Information

- ❖ GTCS Professional Guidance on the Use of Electronic Communication and Social Media: [www.gtcs.org.uk/web/FILES/teacher-regulation/professional-guidance-ecomms-social-media.pdf](http://www.gtcs.org.uk/web/FILES/teacher-regulation/professional-guidance-ecomms-social-media.pdf)
- ❖ Respectme Scotland's Anti-Bullying Service. Information and advice on all aspects of bullying for practitioners, parents and pupils: [www.respectme.org.uk](http://www.respectme.org.uk)
- ❖ Child Exploitation and Online Protection Centre (CEOP), UK police agency dedicated to protecting children from sexual abuse: [www.ceop.police.uk](http://www.ceop.police.uk)
- ❖ Think U Know- A website for young people and their parents/carers and teachers. Run by the Child Exploitation and Online Protection Centre (CEOP): [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- ❖ Childline is the UK's free, confidential helpline dedicated to children and young people: [www.childline.org.uk](http://www.childline.org.uk) 0800 1111
- ❖ Positive Relationships and Behaviour –Better Relationships, better learning, better behaviour (Scottish Government 2013).
- ❖ <https://education.gov.scot/parentzone/Documents/BetterRelationships.pdf> 360 Degree Safe is an online, interactive self-review tool which allows schools to review their e-safety policy and practice: [www.360safeScotland.org.uk](http://www.360safeScotland.org.uk)