



Policy on the Use of Mobile Phones by Pupils

Hillhead Primary School follows the advice and guidance given in East Dunbartonshire Council's Policy on the use of mobile phones in school. This is summarised below.

- Hillhead Primary School discourages pupils from bringing mobile phones to school.
- If a pupil brings a mobile phone to school, the phone must remain switched off while the pupil is in class, the school building and the school grounds.
- Pupils are asked to hand in mobile phones to the school office for safe-keeping throughout the day. The phones will be stored in a locked cupboard.
- Exceptions may be granted where justified and supported by appropriate documentation. This may include:
 - *A medical requirement (e.g. continuous glucose monitoring).*
 - *A communication need (e.g. augmentative technology).*
 - *A documented additional support need (e.g. ASN Action Plan).*
 - *Young carers who require ongoing contact with family members.*
- Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated and given to a member of the Senior Leadership Team. The member of the SLT will attach the pupil's name to the phone and store the phone in a locked cupboard within the school office until the end of the school day. The pupil will be encouraged to hand in their phone to the school office each day.
- 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.*

These will be regarded as a serious offence and the Head Teacher will decide on appropriate disciplinary action. In certain circumstances, the pupil may be referred to the Head of Education. If images of other pupils or staff have been taken, the phone will not be returned to the pupil until the images have been removed.

- The policy will be shared with parents via the school website and in the school handbook.
- East Dunbartonshire Council accepts no liability for the loss or damage to mobile phones which are brought into the school or the school grounds.