

CARRICK ACADEMY GUIDELINES

Pupil Use of Mobile Phones

- Pupils are permitted to bring mobile phones to school but they must be switched off during the school day, apart from at morning interval and lunchtime.
- No photographs or video clips of any person should be taken without their prior permission.
- Pupils are **not permitted** to take mobile phones, or personal music players, into an SQA prelim or final exam.
- Mobile phones are the responsibility of the owner at all times in terms of security and safekeeping, except in circumstances where the item has been confiscated.
- It is appropriate for a member of staff to confiscate a mobile phone if it is switched on during the school day, apart from at morning interval and lunchtime.
- All confiscated phones should be labelled with the owner's name. The phone should be switched off, where possible the battery should be removed and kept by the pupil.
- The confiscated phone should be forwarded to the Head Teacher, or appropriate Year Head in her absence, as soon as is practically possible and certainly before the end of the school day.
- The owner of the phone should be instructed to report to the Head Teacher, or appropriate Year Head in her absence, at the end of the school day.
- If the owner refuses to hand over the phone then the teacher should seek SMT assistance immediately. This should be done in the usual manner, ie by contacting the school office.
- The Head Teacher will keep a record of all confiscated phones sent to her.
- The first time a phone is confiscated from a pupil the Head Teacher will warn the pupil and remind him or her about the use of such items in school. The phone will be returned to the pupil.
- The second time a phone is confiscated from a particular pupil the Head Teacher will inform the pupil that the phone is being retained. The phone will not be returned until the pupil's parent makes telephone contact with the Head Teacher.
- For any subsequent confiscations from a particular pupil the phone will not be returned until the pupil's parent comes to the school to collect it.