



## Bearsden Primary School

### Policy on the Use of Mobile Phones by Pupils

Bearsden Primary School follows the advice and guidance given in East Dunbartonshire Council's Policy on the use of Mobile Phones in Schools. This is summarised below.

- Bearsden 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.
- Exceptions to this would be in an emergency situation and with the express approval of a senior member of school staff.
- 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 Management Team. The member of the SMT will attach the pupil's name to the phone, issue a receipt to the pupil and store the phone in the school office until the end of the school day. The pupil may collect the phone from the school office at the end of the day.
- If a pupil is found taking photographs or video footage with a mobile phone, of either other pupils or teachers, this 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 teachers have been taken, the phone will not be returned to the pupil until the images have been removed.
- Parents will be informed of this policy through newsletters and reference to the use of mobile phones will be included in the school handbook.
- Staff will be informed of this policy on an annual basis and a copy of the policy will be included in the staff handbook.
- East Dunbartonshire Council accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.

**Marianne Young**  
Head Teacher