

Kyle Academy Guidelines for Responsible Use of Mobile Phones and Social Media



Our Positive Relationships Policy - Ready, Respectful, Responsible

Our Positive Relationships Policy encourages all pupils to be:

- **Ready** for learning – by putting phones and earphones away in classrooms and corridors.
- Behave in a **respectful** and courteous way – by following instructions about mobile phones and by not using social media in a way that hurts others.
- Act **responsibly** and always give their full attention in class – by avoiding distractions on their phones.

Our Rules about Mobile Phones and Earphones in Classrooms and Corridors

1. Mobile phones are not allowed in corridors or stairwells at any time. All staff should reinforce this rule consistently.
2. Phones should be on silent and in school bags in the classroom – even while waiting to be dismissed. Headphones should be removed in class.
3. Pupils should not use phones or earphones in class, unless they have been given permission to do so.
4. Permission to use mobile devices should only be granted if it enhances learning and teaching.
5. The red sign should be displayed when mobile phones are not allowed. Phones should be out of sight in bags not on desks.
6. If permission has been given to use mobile phones, the green sign should be displayed.
7. If pupils have been allowed to listen to music, please advise them to put on a playlist so that phones are in bags out of sight.
8. Pupils should not take mobile phones to the toilet or when leaving the classroom during a lesson. Phones should be in bags.
9. The charging of phones in classrooms is prohibited (this is a health and safety issue).

Our Responsibility - Consequences

If a young person does not follow the school policy on mobile phones, the following will be applied consistently by all staff.

Reminder

A short verbal reprimand reminding pupils to put their phone/earphones away in their bag.

Caution

A clear warning about the consequences if their phone/earphones are out or being used in class. This will be followed up with a text home.

I see you have your phone out again. I have already reminded you that your phone should not be out. If it happens again you will have to put it in an envelope and it will be sent to the school office where you can collect it at the end of the day. A text will go home later today notifying them that I have had to speak to you twice about this.

“(name) has failed to follow staff instructions on mobile phone use (date). Could you please reinforce the school mobile phone policy which you will find on our website.”

Member of staff emails name(s) to Elspeth McKay (copying in PT) and asks for the mobile phone text to be sent.

Consequence

- If a pupil has to be spoken to for a third time, the phone will be confiscated and sent to the school office until the end of the day.
- Teachers should put confiscated phones in the brown envelope provided and send them to the school office securely.
- A parental text should be sent to advise the parent/carer that use of a mobile phone in class has been repeated:

“(name) continues to make use of his/her phone in class. It has been confiscated and should be collected from the office at the end of the day by (name).”

- The school office will record the number of times that a pupil’s phone is sent to the school office. On the third occasion a parent/carer will be asked to collect the mobile phone at the end of the day. The following text will be sent home:

“(name) continues to make use of his/her phone in class. It has been confiscated and should be collected from the office at the end of the day by a parent/carer”.

If a pupil refuses to hand over their phone, the teacher should call the school office who will get a member of SLT to attend.

Parents

Parents can call the school office at any time if they wish to find out about their child’s wellbeing or arrange to speak to them. They should not phone them or text them during class time as pupils will be unable to answer. We appreciate the support of parents in this.

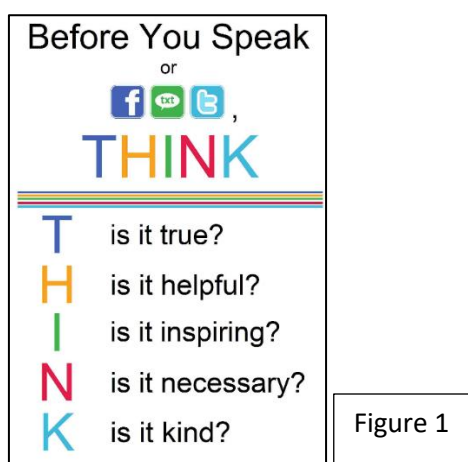
Pupils who wish to contact their parents can use their mobile phones at interval or lunch or they can ask the school office to contact them if required. Guidance teachers and year heads can also contact parents for pupils if required.

Our Policy on Responsible Use of Social Media Accounts

1. All social media accounts associated with Kyle Academy or using Kyle Academy in their name must have permission from the Head Teacher.
2. Any staff or pupils granted access to account/administrator details should be disclosed to Head Teacher.
3. Members of staff responsible for monitoring the account and reporting any inappropriate comments should be clearly identified.
4. Staff with responsibility for accounts should regularly monitor comments and hashtags to identify inappropriate or offensive content. This should be reported to the Head Teacher as soon as possible.
5. Any accounts associated with Kyle Academy that do not tweet regularly should be deleted and information shared through the whole school account.

Preventing Inappropriate or Offensive Content or Comments

1. Staff should not follow or reply to pupil accounts.
2. Pupils should always **Think** before posting or commenting on/replying to a text or post (see figure 1).
3. Apply caution when using hashtags, liking or retweeting content.
4. Do not use the Kyle Academy name in hashtags that may lead to the school being linked to inappropriate comments or threads.
5. Pupils should not post photographs, videos or comments about staff, other pupils or school events on social media without the knowledge and permission of those involved.



Reporting Inappropriate or Offensive Content or Comments

1. Any comments or content that brings the school into disrepute, defames or insults teachers or other pupils should be reported to the Head Teacher as soon as possible.
2. If inappropriate or offensive comments are identified, the following steps should be taken.
 - a. Take a screenshot of content if possible.
 - b. Try to identify the person who has published the content/comment.
 - c. Report it using Twitter/social media guidelines.
 - d. Block or mute the person from your account.
 - e. Report to the Head Teacher and/or PC Smith for further action.