



St Leonards
St Andrews, Fife

St Leonards Mobile Phones Policy (and other media devices):

Mobile phones are allowed on the basis that they provide:

- a useful link between parents and their children, especially when arranging transport; and
- communication in an emergency.

The use of mobile phones must not, however, interfere with the working day or the smooth running of the school.

The use of mobile phones/media devices to harass or upset other people in any way is an offence punishable by law and by the school.

The school rules relating to mobile phones are below.

1. Mobile phones may only be used with staff permission in lessons, activities, prep or formal occasions. Transgressions include receiving, reading, writing or sending text messages, taking and/or sending photos, playing audio or video clips, playing games and using the phone as a watch or calculator. Offenders' mobile phone will be confiscated and passed on to the Head of Year. Pupils should collect their phone from their Year Head at the end of day, where possible. Repeat offenders can expect disciplinary consequences.
2. You should not use mobile phones: during school activities or as you move round the site; key moments are travelling between lessons, and in the CDR during weekday lunchtimes.
Expect immediate confiscation of phones/headphones/earphones.
3. Pupils must not take pictures of their peers without permission and at no time take pictures of staff: punishable by suspension. Neither should pupils pass-on or edit / manipulate images.



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4. Pupils using mobile phones with cameras to take photographs/video clips, without permission, during lessons or other inappropriate times can expect to have their phone or camera confiscated and be punished. Parents will be informed. Some actions, such as posting inappropriate or defamatory pictures or clips on the internet, may result in more serious punishment such as a period of suspension as well as possible police action.

5. Interfering with, hiding or taking someone else's mobile phone will be regarded as theft and, very probably, bullying; and subject to school discipline.

6. The use of someone else's mobile phone without their permission, particularly if that use incurs some cost to the owner, will be regarded as theft.

7. Unsanctioned electronic devices are banned at all times from exam rooms.

8. Mobile phones should have clear means of identification.

The school cannot take responsibility for the safe-keeping of mobile phones or any valuables brought onto campus by pupils. Please check with your parents that your insurance arrangements cover mobile phones and valuables.