



## Acceptable Use Policy for Electronic Devices

The use of technology to enhance learning and teaching develops pupils' skills for learning, life and work. Technology plays a major role in the lives of our pupils' social activities and working life. There is a national expectation that schools will provide "opportunities to apply, reinforce and extend ICT skills within and across curriculum areas to equip children and young people with the learning and employability skills required for the 21st century."

### **[Curriculum for Excellence, Principles and Practice paper for Technologies]**

To support learning and teaching, the following procedures will be followed:

- The teacher directs pupils about the use of mobile phones/any electronic device in each lesson. The teacher will instruct pupils in the following 3 ways for using devices and this will be visibly colour coded at the front of every classroom:

- ♣ **ON** – devices on and ready on desks for use in the lesson - GREEN
- ♣ **STAND BY** – devices available for use when instructed – AMBER
- ♣ **OFF** – devices off and out of sight, not being used in the lesson – RED

- The use of all electronic devices is subject to the same policies and procedures for behaviour management across the school. Pupils who do not follow this Agreement will be disciplined in line with the school's Positive Relationships and Behaviour policy.

If a pupil uses their own electronic device in an inappropriate way or does not follow the instruction of the teacher, the following procedures will apply:

- The member of staff will give 1 reminder to the pupil asking them to follow the school procedure.
- If this does not happen, then the electronic device will be confiscated by the teacher, returned at the end of the period and a letter will be sent home.
- If the electronic device is confiscated for a second time, the device will not be returned at the end of the period. A text will be sent home asking the parent/carer to contact to the school before the pupil can collect it from the Depute Head Teacher.