

I am asking you to support the school to ensure that all pupils are able to focus on their learning and to do so in an environment that is safe from the misuse of mobile phones. Your co-operation in this matter is greatly appreciated.

Yours sincerely



Andrena Waghorn  
Head Teacher

## **Mobile Phones**

### Guideline on misuse of camera and video phones in schools

All Dundee City Council schools work to citywide guidelines on the misuse of camera and video phones in school.

- Pupils are advised **not to bring mobile phones** with them to school.
- If brought into school, mobile phones **must be switched off** and out of sight during lessons unless pupils are instructed to use their phones by their teacher to support learning.
- Our staff will **not take responsibility** for the security of phones that are brought into school.
- We will **not tolerate** any form of bullying by the use of videoing by a phone or by text message.
- Where it is suspected that a crime has been committed by the use of a phone **Police Scotland will be contacted**.

Particular attention will be given to enforcing the guidelines in areas like toilets, swimming pools and changing rooms. Any misuse in these areas will be considered a particular serious breach.

Breaches of the guidelines may lead to the **confiscation of equipment**, communication with parents and sanctions including **exclusion**.

**Parents/carers are asked to support the guidelines** by ensuring that their child does not bring a phone to school unless this is genuinely necessary.

Any confiscated equipment will normally be returned at the end of the school day. In certain cases involving repeated misuse, parents may be requested to come to school to collect the phone.