

Circular 001/2026/I

Shetland Islands Council

LNCT Agreement

Guidance on the use of mobile phones in Shetland schools

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This guidance aims to promote the responsible use of mobile phones for learning and engagement in schools, recognising the benefits of access to devices in a controlled learning environment whilst reducing instances of disruption, distraction and misuse.

1. Age Differentiated Approaches

- 1.1. Primary – Pupils should not take phones to school. Where a pupil has a legitimate need to have a mobile phone in school, the Headteacher will establish a process for handing the phone in at the start of the school day and returning it at the end of the school day.
- 1.2. Secondary - Pupils are permitted to take mobile phones to school but there are controls on how and when a device can be used and consequences for breaching those controls.

2. Controls

- 2.1. Mobile phones should be switched off and out of sight during in the classroom.
- 2.2. Mobile phones should be switched off and out of sight when moving between classes.
- 2.3. Digital wearables linked to mobile phones, such as smart watches and rings, should have settings enabled to avoid receiving or transmitting notifications which can distract the wearer and others.
- 2.4. Personal earphones or headsets linked to mobile phones must not be used or worn in the classroom or in the corridors when moving between classes.
- 2.5. The use of phones is prohibited at all times in PE changing areas and toilet areas across the school.
- 2.6. Mobile phones are not permitted in SQA examinations or other formal assessment activities.
- 2.7. Mobile phones may be used responsibly during intervals and lunchtimes but device recording functions such as camera, video and voice note should not be used on school premises.
- 2.8. Teachers and trusted partners can give permission to use personal mobile devices in class for learning and engagement purposes. The

method for doing this will be established across the school to ensure consistency and will be built on a learning, teaching and engagement rationale, not for leisure. Any phone on display without permission will be dealt with according to the controls, consequences and confiscations set out in this guidance.

- 2.9. Teachers can adjust the controls to meet the health and support needs of individual pupils.
- 2.10. Pupils who require to make urgent contact with someone at home should notify an adult in the school and arrangements will be made to make contact with parents/carers.
- 2.11. Parents who need to make urgent contact with their child are advised to phone the school office.

3. Consequences

- 3.1. Pupils who use mobile phones in class/corridors will be asked to put them away. If a pupil does not comply with the controls set out in this guidance, they will have their phone confiscated. Teachers are permitted to confiscate mobile phones following one request to comply.
- 3.2. Any pupil who does not comply with this will be subject to school discipline procedures.
- 3.3. Any pupil who persistently misuses their mobile phone in school will be referred to a member of school management for consideration under their school's promoting positive behaviour/disciplinary policies.

4. Confiscation

- 4.1. Headteachers will establish arrangements for managing confiscated devices. Consideration should be given to secure spaces in a department and/or the school office and how a device is confiscated during the final period of the school day.
- 4.2. All confiscated phones will be available for collection at the end of the day.

5. Communication

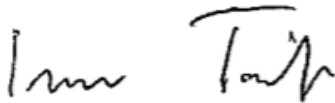
- 5.1. Headteachers will ensure that this guidance is communicated to pupils and parents/carers. For example, this can be achieved through school handbooks, websites and other written documentation such as posters and leaflets around the school.
- 5.2. Headteachers will ensure that all staff are aware of the guidance and are consistently enacting the controls, consequences and confiscation arrangements in their setting.
- 5.3. Headteachers shall establish the frequency and method of communicating with parents where there are breaches of the controls and/or persistent non-compliance.
- 5.4. The local authority shall establish periods where confiscations shall be recorded for monitoring purposes.



Signed:

James Johnston

Joint Secretary Management Side



Signed:

Irvine Tait

Joint Secretary Union Side

Date: 05 November 2025