



# Midsomer Norton Schools Partnership

Dear Parent/Carer

Included with this letter is a copy of the Mobile Devices Acceptable Use Policy which is applicable to all schools in the Midsomer Norton Schools Partnership Trust. This policy was written based on feedback from the students and the student council and reflects what they feel is acceptable use of mobile devices. We accept that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance whilst away from the home.

For the main part mobile devices are used by students in a very responsible way, however there are occasions when they are used to bully or distract others and it is important that students are aware of the importance of when, where and how to use their devices in an appropriate manner, and to be aware of the sanctions should they misuse their device. We expect all students to be safe and responsible when using any mobile device. It is essential that students are aware of eSafety and know how to stay safe when using their mobile devices and most importantly, know what to do when something goes wrong.

Students are expected to read and discuss this agreement with you, and until this agreement has been signed by you both and returned to the school students will not be allowed to bring mobile devices into school. Once the form has been completed it can be returned to school. You do not need to return the policy document itself; you can keep this for your reference. A summary of the terms is listed below:

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- I understand that The Acceptable Use Policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.
  - I understand that mobile phones/devices must be turned off and out of sight before entering any classroom for a lesson, detention or any other formal activity.
  - I know that I must not use my mobile phones/devices to record videos, sound or pictures in the school setting unless authorised by a member of staff or on the way to and from school.
  - I understand that I must not display any pictures or videos taken on my device during school on any social networking site eg Facebook, Snapchat, Facetime, Instagram and YouTube.
  - I understand that inappropriate images or sounds of any sort must not be brought in to school.
  - I understand that my mobile phones or devices must always be handed to staff on request. Refusal to do so may result in exclusion.
  - I understand that head phones must not be worn during or between lessons, for reasons of safety and courtesy
  - I understand that Internet enabled phones or devices may be used to access the school network via the wireless access points and that this usage is monitored.
  - I understand that a mobile phone must not be used to phone parents/guardians to ask to be picked up because of illness or to report incidents. Students must go to reception and a member of the pastoral staff will make contact with home as required.
  - I understand that if I am in isolation my phone will be taken at the start of the day and returned at the end of the day.
  - I understand that mobile phones or devices must not be used for bullying or making untrue, inappropriate or unkind comments about others.
  - I understand that mobile phones cannot, under any circumstances, be taken into examination rooms. Breaching this rule will lead to invalidation of that examination and potentially other examinations.
  - I understand that I should protect my phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.
  - I understand that I should mark my mobile device clearly with my name and note the IMEI number
  - I understand that it is strongly advised that I use a password/pin numbers to ensure that unauthorised phone calls cannot be made on my phones (eg by other students, or if stolen) and that I must keep these password/pin numbers confidential.
  - I understand that if a mobile phone/device is misused it will be confiscated. I accept that once confiscated it will not be returned until the end of the following school day (if this is a Friday then the return day is Monday). The battery and SIM card must remain in the phone and the phone switched off.



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## Student Application to bring mobile devices into school

Please complete the sections below to show that you have read, understood and agree to the rules included in the Mobile Phone Acceptable Use Agreement.

<b>Student First name</b> (print clearly)					
<b>Student Surname</b>					
<b>Key Stage</b>		<b>Tutor Group</b>		<b>Date</b>	

### By signing this agreement I am saying that:

- I have received a copy of the full Mobile Devices Acceptable Use Policy
- I have read and understand the rules for acceptable use of mobile devices
- I agree to follow these rules in school or on the way to school
- I agree to follow these rules when accessing the internet via the school wireless or via the data provided by my mobile provider.

### I understand that I am responsible for my actions, both in and out of school:

- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate usage, whether I am in or out of school and where they involve my membership of the school community (eg: cyber-bullying).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may be punished and have my mobile device confiscated for a period of time
- I understand that in certain circumstances the school can ask to look at content on the phone and that I will cooperate fully when asked to do so.

<b>Student Signature</b>	
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I, the undersigned, being the parent/carer of the above named student, do support the school in its attempts to protect the students while using mobile devices. I also understand that failure to follow the rules may result in mobile devices being confiscated for a period of time.

<b>Parent/Carer Name</b>			
<b>Parent/Carer Signature</b>		<b>Date</b>	

***This form needs to be signed by both the parent/carer and the student and returned to the school.***