



HOLYPORT
COLLEGE

USE OF MOBILE TELEPHONES AND OTHER DATA AND MEDIA ENABLED DEVICES (SEPTEMBER 2021)

The College permits its students to bring mobile telephones (and other data and media enabled devices) to school provided the student signs up to the following Acceptable Use Agreement and that parents countersign the agreement. If the agreement is not signed by a parent or a student, the student is **not** permitted to bring any electronic devices to the College.

ACCEPTABLE USE AGREEMENT AND LICENCE

The undersigned is entitled to possess and use electronic devices at the College and by signing this agreement undertakes the following:

- I understand that my electronic device is my responsibility and that the College does not accept any responsibility for the loss of or damage to electronic devices or for any costs that arise from the use or misuse of such devices.
- I will protect my electronic devices from misuse by others by locking them with a password or PIN where possible.
- In KS3, I will keep my electronic devices switched off and out of sight between 08.30 and 17.30 and accept that they will be confiscated until the end of the school day if I take them out. If I need to contact my parents in an emergency, I will go to reception and use a College phone.
- In KS4, I will keep my electronic devices switched off and out of sight between 08.30 and 17.30 unless I am using them to listen to music or as a study aid in the prep study area during prep sessions or to listen to music during an art lesson, so long as my teacher has given me permission.
- I accept that my electronic device will be confiscated until the end of the school day if I do not keep to the conditions in this Acceptable Use Agreement.
- I accept that my electronic device cannot be charged up during lessons.
- I will only use my electronic device in class under the instruction of the teacher and for educational purposes and will put it away as soon as the activity has ended.
- In Sixth Form, I will model moderate and responsible mobile phone use to younger students.
- I will not take any photos or make video or audio recordings of staff or students without their permission.

- I will not take photos or make video recordings in dorms, toilets or in changing rooms or in any other situation which may cause embarrassment or distress to others.
- I understand that taking/possessing/forwarding photos or video recordings of anyone who is not fully dressed may lead to me being reported to the police for taking/possessing/forwarding an indecent image.
- I will only share photos, video and audio recordings with those I know and only if I have permission of those in the photos or recordings.
- I understand that I have a responsibility to protect my own online reputation and that of the College and of others, and that once something is posted on the internet, it is accessible to lots of people for a very long time. I understand that a poor online reputation can affect my career prospects.
- When on a school trip, I will follow the instructions on the use of electronic devices given by the trip leader and other staff.
- I understand that using my mobile on a trip to a foreign country is expensive and that I will incur roaming costs as smart phones constantly update, even when not in use. I understand that calling or texting friends who are on the same trip can also incur huge costs.
- I understand that cyberbullying can be very upsetting and will only use electronic devices to communicate appropriately with others. I will not use any electronic device to bully, harass or humiliate anyone in any way.
- I will not send threatening or offensive texts or indecent or embarrassing images, or allow others to do so using any electronic device that I own.
- I will not make threatening or offensive calls, or allow others to do so using my phone.
- I understand that I will be punished by the College and/or be reported to the police if I use my electronic devices to cyberbully a member of staff, another student or anyone else, whether or not they are connected to the College.
- I will only download to my electronic devices or access material that is morally decent and appropriate to my age and I will not register for or use services which are restricted for my age group.
- I will not download copyrighted material or share files and understand that the owners of such material may take legal action should I do so.
- I will not attempt to hack into the College's ICT systems and I will not access the personal areas of staff or other students.
- I understand that for examinations I will have to hand in electronic devices for the duration of each particular exam.
- I accept that I may receive a punishment for misuse of electronic devices and that I could lose the privilege of bringing them to the College for a fixed period of time or permanently.
- I accept that electronic devices may be confiscated if I misuse them and that my parents may be required to collect them from the College.
- I understand that in line with the Education and Inspections Act 2006, I can be punished for using electronic devices outside school in a way which affects the smooth running of the College or the wellbeing of its staff and students.
- I understand that the law permits College staff to confiscate my electronic devices and examine files and data should they have good reason to do so.

DECLARATION:

I understand the terms of this Acceptable Use Agreement and Licence. I understand that failure to comply with its terms will lead to my electronic devices being confiscated and my losing the privilege of using electronic devices at the College for a fixed period of time or permanently. In serious cases, I understand that I may lose my boarding place (if I am a boarder) or be excluded from the College for a fixed term or permanently and I may be subject to Police action and/or prosecution in Court. On conviction, this could lead to me having a criminal record.

Student name:

Date:

Student signature:

Parental Endorsement:

I have read through the above Acceptable Use Agreement with my son or daughter. I agree to support the College in its implementation.

Name:

Signature:

Date: