



Pupil Mobile Phone Policy

This document has been approved for operation by	Kathryn Towers
Date of last review	July 2021
Date of next review	July 2022
Review period	1 Year
Status	Statutory
Owner	Tower Learning Centre Independent School
Version	1

Acceptable Use Policy Agreement

I understand that I must use Centre systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the Centre will monitor my use of the systems, devices and digital communications.
- I will be aware of “stranger danger”, when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details and financial details.)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the Centre systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the Centre systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the Centre has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Centre

- I will only use my own personal devices (mobile phones / USB devices etc) in the Centre if I have permission I understand that, if I do use my own devices in the Centre I will follow the rules set out in this agreement, in the same way as if I was using Centre equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are When using the internet for research or recreation, I recognise that:
- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of the Centre:

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

This may include:

- loss of access to the Centre network / internet
- suspensions
- contact with parent, guardian, carer or support agency
- and in the event of illegal activities involvement of the police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to the Centres systems, devices and network.

Mobiles

- Pupils are requested to keep their mobile phones on silent and out of sight for the duration of their time at Tower Learning. Failure to comply will result in the following actions and stages being implemented: