

## The Marlborough Science Academy Mobile Technology Agreement

In order for you to be granted permission to bring your mobile device to school you must agree to the terms laid out within this agreement and successfully complete the online e-safety module.

Where no contract exists, a confiscated phone will only be returned upon completion of a lunch time detention, a fully signed mobile technology agreement and successful completion of the school's online e-safety module.

### For my own personal safety:

- I am aware that the school will look at the way I use ICT communication and mobile devices within The Marlborough Science Academy and its community.
- I will not to share my username / password or use any other students or teachers username / password or give out any personal information about myself or others when I am communicating.
- I will tell a member of staff straight away if I see or hear any rude or inappropriate material or messages when I am online or through the use of technology.
- I will **not charge** any of my mobile devices using the schools facilities.
- I agree **not to contact members of my family during school hours** unless given permission to do so by a member of staff.
- I will use only my school email address for all school-related communications.
- I will not enable 3G/4G during school time unless given permission to do so by a member of staff.

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

- I know that the school's ICT are needed for educational use and that I will not use them for my own personal use **unless I have permission to do so by a member of staff.**
- **I will not enter a classroom with my headphones or phone visible or use them in a lesson when a member of staff displays the red mobile phone sign and I will abide with the teachers direction of use when the green sign has been displayed.**

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

- I will respect others' work and property and will not open, copy, remove or change any other student's files, without them knowing about it and having their say so.
- I will be polite and responsible when I communicate with others, I will not use, aggressive or rude language.
- I will not take or show images of anyone without their permission.
- I will fully respect a member of staff's decision to not allow mobile devices to be used in a lesson.

### I know that the school has a responsibility to keep the security and upkeep of the ICT it offers me:

- I will only use my own devices at Marlborough before school starts at break or lunchtime or after school or **when given clear permission by a member of staff.**
- I understand that, if I do use my own device in school, I will follow the rules set out in this document, and if I break these I know what the sanctions will be.
- I am aware that the school will take **no responsibility** if I lose or have my mobile device stolen in school or while travelling to and from school. I know the **school accepts no responsibility for replacing lost, stolen or damaged mobile devices.**
- I will report any damage or faults involving the school's equipment or software straight away to a member of staff, however this may have happened.

- I will not install or attempt to install programmes of any type on a school machine or will I try to change computer settings.
- I will not attempt to bypass the internet filtering systems.
- I understand that my area on the network is for storing files related to schoolwork and that this area is subject to checks by IT staff.

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are in this agreement, when I am out of school and where they involve me within the school community (e.g. cyber bullying, use of images or personal information).
- I understand that these rules are designed to keep me safe and if they are not followed, school sanctions will be applied and my parent/carer will be contacted.
- I am aware that I must not take any mobile device, including 'smart watches', into an examination venue and should I be caught with a device on me I will face disciplinary action as sanctioned by the Head teacher and Examinations Officer. As a result the exam board may cancel my paper.
- I am aware that if I engage in personal attacks, harass another person, or post private information about another person or use mobile technology to bully / threaten other students, whether in school or out of school, I may face exclusion and my actions may constitute criminal behaviour and as such the police could be informed.
- I will not browse, download, upload, forward or receive material that could be considered inappropriate, offensive or illegal. If I accidentally come across such material I will report it immediately to a member of staff.
- I agree to follow Marlborough values and those of British Values whilst using mobile devices which are in my possession.

**Student Acceptable Use Agreement Form** (to be signed each year of schooling)

This form relates to the Mobile Technology Agreement to which it is attached.

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** for you to bring in and use your own mobile technology and a confiscated phone will only be returned upon the completion of a lunch time detention, a fully signed agreement form and successful completion of the on line e-safety module.

I have read and understand the policy and agree to follow these guidelines when:

- I use the school’s ICT equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. mobile phones, PDAs, cameras etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.
- I agree not to contact members of my family during school hours unless given permission to do so by a member of staff.
- I understand that if I VIOLATE THE ACCEPTABLE AGREEMENT my mobile communication device will be confiscated by the school in accordance to the schools sanctions and that I may face disciplinary action.
- I agree to adhere to Marlborough core values and those of our British Values.
- The school may revoke approval or authorised permission or change this policy and procedures at any time and will notify parents / students of this decision.

**It is my responsibility for keeping the school informed of my current mobile phone number. (False information given will be deemed to be a violation of this agreement).**

Name of Student ..... Class .....

Mobile Number .....

Student Signature ..... Date .....

**Parent/Carer Permission**

I have read and understand the attached information about appropriate use of mobile devices at The Marlborough Science Academy and I understand all aspects of this Agreement.

I give my child permission to carry mobile device/s to school and understand that my child will be responsible for ensuring that these are used appropriately and correctly while under the school’s supervision, as outlined in this document. I understand that should my child use a mobile device that permits access to the internet, then the school is unable to extend its duty of care in respect of material viewed or downloaded using such a device. I also agree to support the schools sanctions should my son/daughter not follow this agreement.

I am aware that my child should not contact me or I contact them during school hours and that if my child is ill then contact should be made through reception, not to me directly.

Parent name (print) .....

Parent signature ..... Date .....