

## The Marlborough Science Academy Mobile Phone Agreement 2024-2025

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 safety modules.

Where no contract exists, a confiscated phone will be returned to parents when a fully signed mobile phone agreement and the school's online safety modules are completed.

### For my own personal safety:

- I am aware that the school will look at the way I use my mobile device to keep me safe.
- I should not share my username / password or use any other students or teacher's username / password or give out any personal information about myself or others when I am communicating.
- I should tell a member of staff straight away if I see or hear any rude or inappropriate material or messages when I am online or using technology.
- I will **not charge** any of my mobile devices using the schools' facilities.
- I agree **not to contact anyone 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 act as I expect others to act toward me:

- I will be polite and responsible when I communicate with others, I will not use, aggressive or rude language.
- I will not take, show, or post images or **videos** of anyone without their permission, even if they are only in the background.
- 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 before school starts, 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 not attempt to bypass the internet filtering systems.



**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., online bullying, use of images or personal information).
- I understand that my actions using my device must not bring the school into disrepute and if they do, I will face sanctions.
- 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 Headteacher 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 suspension 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 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 Phone 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.

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

**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 (Print Name)..... Form .....

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 school's sanctions should my son/daughter not follow this agreement. I am happy for the school to keep a record of my child's mobile phone number so that it can be used in an emergency and/or should there be any safeguarding concerns.

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

I am aware of the age restrictions for social media sites, and I will support my child to manage their use of social media and digital technologies appropriately.

Parent name (print) ..... Parent signature .....

Date .....



# Mobile Phone Policy and Procedures

Throughout this document mobile devices refers to, but not exclusively, mobile phones, headphones, earphones, air pods and portable speakers.

The Marlborough Science Academy recognises that mobile devices have become an essential means in communication, making purchases and the safeguarding of young people. With these considerations in mind students are allowed to bring mobile devices onto the school site.

## Procedures inside the classroom

Mobile devices are only allowed to be used in class under the direct instructions of the teacher and then for only educational purposes.

It should be assumed that mobile devices are not normally allowed to be used in the classroom.

The following procedures will be followed in the classroom.

- The teacher will use a red sign and green sign in the classroom.
- The red sign is a clear indication that mobile devices should not be used.
- The green sign indicates the mobile devices can be used but only under the direct instructions of the teacher.
- If a student has their mobile device out of their bag when a red sign is shown, they will be confiscated. A behaviour incident will be logged, and an after-school detention will be issued. *If a student fails to hand over their phone the teacher will call Callout and the behaviour recorded as defiance.*
- If a student is required to leave the classroom for a short period of time e.g., going to the toilet the mobile phone must be left with the teacher for the duration of the time the student is absent from the classroom.

The following procedures will be applied if students do use their mobile phones incorrectly.

- **1<sup>st</sup> offence and 2<sup>nd</sup> offence** – Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Parents informed.
- **3<sup>rd</sup> offence** – Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Middle Leaders Detention issued. Parents informed.
- **4<sup>th</sup> offence** - Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the

end of the day. Behaviour incident logged. Afterschool detention issued. Parents informed.

- **5<sup>th</sup> offence** – DoL discusses behaviour with parents. Students are required to hand their phone into student services as they arrive at school each day for the rest of the term.

**In the event of a student failing to hand their phone to the teacher when requested this behaviour will be recorded as defiance and a call out be made for a senior member of staff to confiscate the phone and remove the student from the lesson. A student that fails to hand over a mobile device when asked may be sanctioned with a two-day suspension from school for defiance.**

## Procedures Outside of the Classroom

Outside of lessons student mobile devices should not be seen or used.

Any of the devices above should be turned off and kept in bags.

The following procedures will be applied if students do use their mobile phones incorrectly.

- **1<sup>st</sup> offence and 2<sup>nd</sup> offence** – Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Parents informed.
- **3<sup>rd</sup> offence** – Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Middle Leaders Detention issued. Parents informed.
- **4<sup>th</sup> offence** - Mobile phone confiscated by member of staff for the remainder of the day. Students collect mobile device from Student Services/Da Vinci Hall at the end of the day. Behaviour incident logged. Afterschool detention issued. Parents informed.
- **5<sup>th</sup> offence** – DoL discusses behaviour with parents. Students are required to hand their phone into student services as they arrive at school each day for the rest of the term.

**In the event of a student failing to hand their phone to the teacher when requested this behaviour will be recorded as defiance and a call out be made for a senior member of staff to confiscate the phone and remove the student from the lesson.**

**A student that fails to hand over a mobile device when asked may be sanctioned with a two-day suspension from school for defiance**

**Use of a mobile device inappropriately to share inappropriate images, hurtful messages of material.**

If the school becomes aware that any student has engaged in personal attacks, harassed another person, or posted private information about another person or used mobile technology to bully / threaten other students, whether in school or out of school, that student may face suspension and their actions may constitute criminal behaviour and as such the police could be informed.

## Reasonable Adjustments

### 1. Medical and Special Educational Needs

Students who require their phones for medical or special educational needs will be issued with a pass to allow them to use their mobile devices. These passes will be issued by the DoL or SENCo. These passes will only provide permission to use the devices for the specific reason.

### 2. Year 12 and 13 students.

In recognition of their seniority in the school Year 12 and 13 students will be able to use their mobile devices around the school site including the LRC if they are wearing their lanyards. The school reserves the right to revoke permission to individuals who use their mobile devices inappropriately.

### 3. Educational out of class use on the school site.

On occasions students might be required to use their mobile devices outside of the classroom around the school site. This will be under the direction of the teacher and when required students will be issued passes to make this clear.

### 4. Educational visits off site

For students on a day visit or residential visit the acceptable use of mobile devices will be clearly communicated to students and parents/carers before the visit.

### 5. Mobile Phone Areas

If a student is required to use their mobile phone for a legitimate reason during school hours they should go to either the KS3 or KS4 pastoral suite and seek permission to do so. This should only happen before registration, and during break, lunchtimes and immediately after school and not between lesson changeovers i.e., between Form and Period 1, Periods 1 and 2 or Periods 3 and 4.