MOBILE PHONES AND OTHER PORTABLE ELECTRONIC EQUIPMENT
A Policy Statement
Introduction

The use of the latest technology in our lives is growing rapidly, but with its use comes responsibility, in particular to protect both students and the College from abuse of these technologies. This policy covers the use of all computers, laptops and electronic devices within the school, irrespective of who is the owner. In addition to explaining the safe use of email and the Internet, it aims to minimise the chance of cyber-bullying and child exploitation by guiding the use of such items.

The College accepts no responsibility for any mobile technologies brought in and those who choose to bring them into college are responsible for them and bear the responsibility for any losses. These items are easily damaged, lost or even stolen and their owners may be potential targets for bullying.

Guidelines for use of Phones

If you have any phone in school you:

- must not use it for any form of communication on college premises without the permission of a member of staff between 8.30 and 3.05
- must keep it turned off during lessons unless a member of staff has invited you to use your phone to support your learning
- may only use it during break or lunchtime to listen to music or play games

If you choose to ignore these instructions and your phone is seen or heard, you will be required to hand it over to a member of staff. You will be issued with a letter for your parents, informing them that your phone has been confiscated. The letter acts as a receipt for your phone which will be kept in a safe place. Your phone will be kept for ONE FULL WEEK unless your parents make arrangements to collect it in person sooner. When they collect the phone they will be asked to sign for it and to take a second letter which outlines the college policy and asks for their support in complying with it.

Should you choose to ignore college rules concerning mobile phones and your phone is confiscated again it will be kept for ONE FULL WEEK, e.g. if it is confiscated on a Friday your parents cannot collect it until the following Friday.

Guidelines for use of Media Players (including Phones)

If you have any type of Media Player in school you:

- may use it at break and lunchtimes
- ask to use it without earphones as a flash drive during lessons
- Earphones must be kept safely out of sight, during and moving between lessons, unless clear permission for their use has been given. They may be used at break and lunchtime.

If you are seen using your Media Player during lessons without permission, or between lessons, you will be required to hand it over to a member of staff. It will be kept for 24 hours. Items confiscated from students will be given in to the House Office where they will be logged, the student's name, item and date will be recorded. Students should collect their Media Players the next day. A period of confiscation of ONE FULL WEEK will be applied to students who continue to ignore the college rule.

Guidelines for use of Cameras (including Phones)

Taking photos or recording video within College is only permitted with clear consent from a member of staff. You are reminded that your parents were invited to sign a photography opt out form in Year 7 that remains in force throughout your time at LVC.
Guidelines for use of any Technology with Internet Access (including Phones & Handheld games consoles)

You must use any access you have to the internet in a responsible manner. We use a filtering system to help ensure your safety and well-being; you must not try to circumnavigate these protections.

ICT Equipment
The college’s ICT equipment will be treated with respect and any damage to any item you are using in a lesson must be reported at the start of that lesson (or period of use), otherwise it will be assumed you have caused the damage.

Acceptable use of computers at Linton Village College
A policy and guidance document

(Please note that this is for your information please do not remove. This is a copy for you to sign and retain for personal reference. Please indicate on the reply slip that you and your child have read, understood and signed this policy.)

1. Internet:

   1. I will not visit websites that contain unsuitable material. If I am unsure if a site is suitable, I will ask a member of staff.

   2. I will ask a teacher before I print out any information from the Internet.

   3. During lessons and extra-curricular clubs I will only use the Internet as directed by staff. If I want to use the Internet for any other purpose, I will ask permission first.

   4. I will not take information from the Internet and pass it off as my own work.

   5. I will not publish information on the Linton Village College website that is protected by copyright.

   6. The Internet in school is for educational use. I will not use it for financial gain or for advertising.

   7. I will report any misuse of the Internet immediately to a member of staff.

2. I understand that LVC does not give permission for me to publish images of LVC related activities on the internet.

   3. To keep myself safe I will not give out personal information in an e-mail.

     4. I will remember that email that is sent out using my college email address represents the school.

     5. I will be responsible in my use of e-mail.

     6. I will not attach any material that is inappropriate in an e-mail.

     7. I will report any misuse of email. I will forward any email I am concerned about to abuse@lvc.org.

3. Network:

   1. I will not attempt to gain unauthorised access to any part of the Linton Village College network or to any other computer system found via the Internet.

     2. I will not attempt to log on using another person's username and password with or without their permission.

     3. I will not attempt to access, change, move or delete another person's files.
4. I will not try to alter the settings on any LVC computer.

5. I will only copy pictures or text into my area on the network.

6. I will not download any other type of file, (for example software, games, screen savers, any executable etc.).

7. I understand that Linton Village College retains the right to monitor all areas of the College network including my personal file space to ensure adherence to this policy.

5. **Language and bullying**
   
   1. I will not use offensive or threatening language in my e-mails, on the school forum or in any other communication via the Internet.
   
   2. I understand that normal school policies, expectations and sanctions apply to behaviour and bullying in any form of electronic communication from school.

**Student**

I understand that my parents will be informed if I misuse the Internet and that this policy extends to the LVC behaviour policy. I have read this policy and the Mobile Phones and Other Portable Electronic Equipment Policy and agree to follow them.

Student Signature: ...............................................................  Tutor Group: ...........................................................

Parent/Guardian: .................................................................