



Low Moor C. of E. Primary School

Aiming for Excellence

ONLINE SAFETY AND ICT ACCEPTABLE USE POLICY

Reviewed and Approved by: Strategic Planning Committee

Date of meeting: 21st June 2018

Signature:-

Position: Chair of Strategic Planning Committee

Date:-

Next review date: June 2019

ONLINE SAFETY AND ICT ACCEPTABLE USE POLICY

1. Introduction

- 1.1. Computing, including the internet and other digital and information technologies, is an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.
- 1.2. Computing covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of computing within our society as a whole. Currently, the internet technologies children and young people are using both inside and outside of the classroom include:
 - Websites
 - Learning Platforms and Virtual Learning Environments
 - Email and Instant Messaging
 - Chat Rooms and Social Networking
 - Blogs and Wikis
 - Podcasting
 - Video Broadcasting
 - Music Downloading
 - Gaming
 - Mobile/ Smart phones with text, video and/or web functionality
 - Other mobile devices, such as tablets, with web functionality and access to pre-installed apps
 - Smart watches
- 1.3. Whilst exciting and beneficial both in and out of the context of education, much computing, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of the internet and other digital technology devices.
- 1.4. At Low Moor C of E Primary School we understand the responsibility to educate our pupils about online safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.
- 1.5. Both this policy and the Acceptable Use Agreements (for all staff, governors, visitors and pupils) are inclusive of fixed and mobile internet; technologies provided by the school (such as PCs, laptops, and iPads, webcams, interactive whiteboards, voting systems, digital video

equipment, etc); and technologies owned by staff, but brought onto school premises (such as laptops and mobile phones).

2. Legal framework

2.1. This policy has due regard to all relevant legislation including, but not limited to:

- The General Data Protection Regulation
- Freedom of Information Act 2000

2.2. This policy also has regard to the following statutory guidance:

- DfE (2018) 'Keeping children safe in education'
- National Cyber Security Centre (2017) 'Cyber Security: Small Business Guide'

3. Roles and Responsibilities

3.1. As online safety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored.

3.2. It is the responsibility of all staff to be alert to possible harm to pupils or staff due to inappropriate internet access or use, both inside and outside of the school, and to deal with incidents of such as a priority.

3.3. Teachers are responsible for ensuring that online safety issues are embedded in the curriculum and safe internet access is promoted at all times.

3.4. All staff are responsible for ensuring they are up-to-date with current online safety issues, and this Online Safety Policy.

3.5. Parents are responsible for ensuring their child understands how to use computer technology and other digital devices appropriately.

3.6. The named online safety coordinator in our school is Martyn Lord who has been designated this role as a member of the senior leadership team.

3.7. All members of the school community have been made aware of who holds this post. It is the role of the online safety coordinator to keep abreast of current issues and guidance through organisations such as Bradford Council, DfE, CEOP (Child Exploitation and Online Protection) and Childnet.

- 3.8. The online safety coordinator will ensure that all members of staff are aware of the procedure when reporting online safety incidents. All incidents, including any concerns, will be recorded on the Child Protection Online Management System (CPOMS)
- 3.9. Senior Management and Governors are updated by the Head / online safety coordinator and all governors have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.
- 3.10. This policy, supported by the school's Acceptable Use Agreements for staff, governors, visitors and pupils (appendices), is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies:
 - Safeguarding and Child Protection Policy,
 - Health and Safety Policy,
 - Home-school agreement,
 - Behaviour and Discipline Policy
 - Anti-bullying Policy

4. Online safety education

Educating pupils:

- 4.1. Computing and online resources are used across the curriculum. We believe it is essential for online safety guidance to be given to the pupils on a regular and meaningful basis, ensuring they are aware of the safe use of new technologies both inside and outside of the school.
- 4.2. Online safety is embedded within our curriculum and the school provides opportunities within a range of areas to teach about online safety. We continually look for new opportunities to promote pupils' safety online.
- 4.3. Pupils will be encouraged to be critically aware of the content they access online and the validity of website content. They will learn safe and effective searching skills through cross curricular teaching models and discussions.
- 4.4. Pupils will be taught to acknowledge ownership of information they access online, in order to avoid copyright infringement and/or plagiarism.
- 4.5. Clear guidance on the rules of internet use will be presented in all classrooms.
- 4.6. Pupils are instructed to report any suspicious use of the internet and digital devices to their classroom teacher. They are aware of where to

seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/carer, teacher/trusted staff member, or an organisation such as Childline/CEOP.

- 4.7. The school will hold e-safety events, such as Safer Internet Day and Anti-Bullying Week, to promote online safety.

Educating staff:

- 4.1. Our staff receive regular information and training on online safety issues in the form of staff meetings, twilights and written correspondence.
- 4.2. Any new staff are required to undergo online safety training as part of their induction programme, ensuring they fully understand this Online Safety Policy.
- 4.3. All staff will employ methods of good practice and act as role models for pupils when using the internet and other digital devices.
- 4.4. All staff will be educated on which sites are deemed appropriate and inappropriate.
- 4.5. All staff are reminded of the importance of acknowledging information they access online, in order to avoid copyright infringement and/or plagiarism.
- 4.6. All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of online safety and know to report the misuse of technology by any member of the school community to the online safety coordinator or the Headteacher.
- 4.7. All staff are required to incorporate online safety activities and awareness within the curriculum areas.
- 4.8. The online safety coordinator and computing coordinator will act as the first point of contact for staff requiring advice.

Educating parents:

- 4.9. Online safety information will be directly delivered to parents through a variety of formats, including newsletters, the school website and the school app.
- 4.10. Twilight courses and presentations will be run by the school for parents.
- 4.11. Parents' evenings, meetings and other similar occasions will be utilised to inform parents of any online safety related concerns.

5. Managing the school online safety messages

- 5.1. We endeavour to embed online safety messages across the curriculum whenever the internet and/or related technologies are used.
- 5.2. The online safety policy will be introduced to the pupils at the start of each school year.
- 5.3. All pupils and their parents/carers will be asked to sign an Acceptable Use agreement at the start of each school year.
- 5.4. Online safety rules are displayed next to computers.

6. Cyber bullying

- 6.1. At Low Moor C of E Primary communication technology is an integral part of the school curriculum. It is therefore important to acknowledge that such technologies can be used for unpleasant or illegal purposes.
- 6.2. The school recognises that both staff and pupils may experience cyber bullying and the severity of the issue. It is committed to responding appropriately to instances that should occur.
- 6.3. The school will regularly educate staff, pupils and parents on the importance of staying safe online, as well as being considerate to what they post online.
- 6.4. The school will commit to creating a learning and teaching environment which is free from harassment and bullying, ensuring the happiness of all members of staff and pupils.
- 6.5. The school has zero tolerance for cyber bullying, and any incidents will be treated with the utmost seriousness and will be dealt with in accordance with our Anti-Bullying Policy and Cyber Bullying Policy.

7. Authorised Internet Access

- 7.1. The school maintains a current record of all staff and pupils who are granted Internet access.
- 7.2. All staff must read and sign the 'Acceptable Use Agreement' before using any school ICT resource.

- 7.3. Parents are asked to read the 'Acceptable Use Agreement' and sign and return a consent form for pupil access, electronically.

8. Use of the Internet

- 8.1. The school understands that using the internet is important when raising educational standards, promoting pupil achievement and enhancing teaching and learning.
- 8.2. Internet use is embedded in the statutory curriculum and is therefore an entitlement for all pupils, though there are a number of controls the school is required to implement to minimise harmful risks.
- 8.3. When accessing the internet, individuals are especially vulnerable to a number of risks which may be physically and emotionally harmful, including the following:
- Access to illegal, harmful or inappropriate images
 - Cyber bullying
 - Access to, or loss of, personal information
 - Access to unsuitable online videos or games
 - Loss of personal images
 - Inappropriate communication with others
 - Illegal downloading of files
 - Exposure to explicit or harmful content, e.g. content involving radicalisation
 - Plagiarism and copyright infringement
 - Sharing the personal information of others without the individual's consent or knowledge
- 8.4. The school internet access is designed for pupil use and effective filtering systems will be established to eradicate any potential risks to pupils through access to, or trying to access, certain websites which are harmful or use inappropriate material.
- 8.5. Filtering systems will be used which are relevant to pupils' age ranges, their frequency of use of ICT systems, and the proportionality of costs compared to risks.
- 8.6. Any requests for websites to be added or removed from the filtering list must be first authorised by the headteacher or online safety coordinator.

- 8.7. Internet access will be planned to enrich and extend learning activities.
- 8.8. Staff will preview any recommended sites before use.
- 8.9. Staff will guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and ability.
- 8.10. Pupils are taught what internet use is acceptable and what is not. They will be educated in the effective use of the Internet in research, including the skills of knowledge, location, retrieval and evaluation.
- 8.11. If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk or the support technician via the Headteacher or online safety coordinator.
- 8.12. School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- 8.13. Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
- 8.14. It is the responsibility of the school, by delegation to the network manager, to ensure that Anti-virus protection is installed and kept up to date on all school machines.
- 8.15. An agreed procedure will be in place for the provision of temporary users, for example, volunteers.

9. Social Networking

- 9.1. The use of public social networking sites (e.g. bebo, myspace, facebook) is not allowed in school.
- 9.2. School will block/filter access to social networking sites and newsgroups unless a specific use is approved.
- 9.3. Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- 9.4. Pupils are regularly educated on the implications of posting personal data online. They are taught not to place personal photos on any social network space.

- 9.5. Staff are regularly educated on posting inappropriate photos or information online, which may potentially affect their position and the school as a whole.
- 9.6. Staff are not permitted to communicate with pupils over social networking sites and are reminded to alter their privacy settings.
- 9.7. Staff are not permitted to publish comments about the school which may affect its reputation.

10. Mobile technologies

- 10.1. The school allows staff to bring in personal mobile phones and devices for their own use.
- ~~10.2.~~ In an emergency situation, staff members are permitted to use their own mobile phones to contact a parent or carer, but must dial 141 or block their caller ID in order to conceal their telephone number.
- 10.3. Staff are not permitted to use mobile phones / texts during lesson time and / or during staff meetings.
- 10.4. Mobile devices will not be used to take images or videos of pupils or staff.
- 10.5. Apps will only be downloaded by the ICT technician from manufacturer approved stores, for example, the Apple App Store and Google Play.
- 10.6. No mobile device or hand-held computer owned by the school will be used to access public Wi-Fi networks.
- 10.7. Pupils are discouraged from bringing mobile phones into school.
- 10.8. Smartwatches are not permitted to be worn by children, in school.
- 10.9. The school is not responsible for the loss, damage or theft of any personal mobile device.
- 10.10. The sending of inappropriate text messages between any member of the school community is not allowed.
- 10.11. Children in Years 5&6 are permitted to bring a mobile phone to school if they travel independently. All mobile phones must be handed in to the office for safe keeping and parents and children must sign a mobile phone agreement (Appendix B)

- 10.12. Pupils are not permitted to use their personal mobile devices during school hours or access the school's Wi-Fi system at any time.

11. Managing email

- 11.1. The use of email within most schools is an essential means of communication for both staff and pupils. In the context of school, email should not be considered private.
- 11.2. Educationally, email can offer significant benefits including; direct written contact between schools on different projects, be they staff based or pupil based, within school or international.
- 11.3. We recognise that pupils need to understand how to compose an email relative to their age. In order to achieve Age Related Expectations at the end of Key Stage 2, pupils must have experienced sending and receiving emails.
- 11.4. The school gives all relevant staff their own email account to use for all school business. This is to minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed.
- 11.5. Chain letters, spam and all other emails from unknown sources will be deleted without opening.
- 11.6. It is the responsibility of each account holder to keep their password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary email histories can be traced. This should be the account that is used for all school business.
- 11.7. Under no circumstances should staff contact pupils, parents or conduct any school business using personal email addresses.
- 11.8. Pupils may only use approved email accounts on the school system.
- 11.9. Pupils must immediately tell a teacher if they receive offensive email.
- 11.10. Pupils must not reveal personal details of themselves or others in email communication.
- 11.11. Pupils are made aware that all email messages are monitored and that the filtering system will detect inappropriate links, viruses, malware and profanity.

- 11.12. No sensitive personal data shall be sent to any other pupils, staff or third parties via email.
- 11.13. Any emails sent by pupils to external organisations will be overseen by their class teacher and must be authorised before sending.
- 11.14. Staff will not be punished if they are caught out by cyber-attacks as this may prevent similar reports in the future. The online safety coordinator will conduct an investigation; however, this will be to identify the cause of the attack, any compromised data and if there are any steps that can be taken in the future to prevent similar attacks happening.
- 11.15. Access in school to external personal e-mail accounts may be blocked.

12. Published content on the school website:

- 12.1. The headteacher will be responsible for the overall content of the website and will ensure the content is appropriate and accurate.
- 12.2. Contact details on the school website will include the phone number, email and address of the school – no personal details of staff or pupils will be published.
- 12.3. Images and full names of pupils, or any content that may easily identify a pupil, will be selected carefully and will not be posted until authorisation from parents has been received.
- 12.4. Pupils are not permitted to take or publish photos of others without permission from the individual.
- 12.5. Staff are able to take pictures, though they must do so in accordance with our Photography and Videos at School Policy. Staff will not take pictures using their personal equipment.
- 12.6. Any member of staff that is representing the school online, e.g. through blogging, must express neutral opinions and not disclose any confidential information regarding the school, or any information that may affect its reputability.

13. Safe Use of Images

- 13.1. With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.

- 13.2. Staff are not permitted to use their own personal mobile phones and cameras, to record images of pupils, this includes when on educational or residential visits.
- 13.3. Pupils are not permitted to use their own mobile phones and cameras, to record images of others, this includes when on field trips, unless the trip leader has given permission beforehand.
- 13.4. Volunteers, including parents who participate in educational visits, will not be issued with mobile or hand held devices to take photos or make recordings. In addition, they will be informed that they must not take photos or make recordings of pupils using their personal devices.

14. Consent of adults who work at the school

- 14.1. Occasionally, images of staff and governors may be used, for example, on the staff notice board in the entrance to school.
- 14.2. Staff and governors are asked annually, to complete a form to give consent to their images being used. This consent may be withdrawn at any time by the staff member or governor.

15. Publishing pupil's images and work

- 15.1. Pupil's work may be displayed around school and either a name or photograph may accompany this, but not both.
- 15.2. In line with the Photography and Videos at School Policy, parents are asked annually, to complete a consent form for photographs and videos taken in school to be displayed in school, shared in the newsletter, on the school website and externally for example in local newspapers.

16. Webcams and CCTV

- 16.1. The school uses CCTV for security and safety. Access to CCTV images is restricted to members of the school's Senior Leadership Team. Notification of CCTV use is displayed at the front of the school. Images are retained in line with the Surveillance and CCTV Policy
- 16.2. Some webcam sites may contain, or have links to, inappropriate or adult material. Teachers view any webcam sites or listings before allowing pupils to do so.
- 16.3. Pupils are alerted to the danger of using web cams as an extension of a chat room. Although this will be highly unlikely at school, pupils need to know the risks involved when using web cams at home.

17. Information System Security

- 17.1. Network profiles for each pupil and staff member are created in which the individual must enter a username and personal password when accessing the ICT systems within the school.
- 17.2. Passwords should include a mixture of letters, numbers and symbols to ensure they are secure as possible.
- 17.3. The ICT technician will ensure all school-owned laptops and computers have their encryption settings turned on or, if there is no built-in encryption option, encryption software is installed.
- 17.4. Important folders, for example, those including pupils' medical records, will have restricted access to ensure their security – the designated individual(s) will be the only people who have access to these files.
- 17.5. Technical security features, such as virus software are kept up to date and managed by the ICT technician/PrimaryT
- 17.6. The ICT technician will ensure that the filtering of websites and downloads is up to date and monitored.
- 17.7. Firewalls will be switched on at all times. The ICT technician will review these on a regular basis to ensure they are running correctly and to carry out any required updates.
- 17.8. Staff members will report all malware and virus attacks to the online safety coordinator immediately.
- 17.9. Security strategies will be discussed with the Local Authority and Primaryt.

18. Protecting Personal Data

- 18.1. Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018.

19. Managing Emerging Technologies

- 19.1. Emerging technologies will be examined by the computing coordinator for educational benefit and a risk assessment will be carried out before use in school is allowed.

20. Assessing Risks

- 20.1. The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.

- 20.2. The school will audit ICT use to establish if the online safety policy is adequate and that the implementation of the online safety policy is appropriate.

21. Equal Opportunities

- 21.1. The school endeavours to create a consistent message with parents for all pupils and this in turn should aid establishment and future development of the schools' online safety rules.
- 21.2. However, staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of online safety issues.
- 21.3. Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of online safety. Internet activities are planned and well managed for these children and young people.

22. Parental Involvement

- 22.1. We believe that it is essential for parents and carers to be fully involved with promoting online safety both in and outside of school.
- 22.2. Parents and carers and pupils are actively encouraged to contribute to adjustments or reviews of the school online safety policy via online safety training, governor meetings, parents questionnaire
- 22.3. Parents and carers are asked to read through and sign acceptable use agreements on behalf of their child.
- 22.4. Parents and carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on school website)

23. Handling Online Safety Complaints

- 23.1. Complaints of Internet misuse will be dealt with by the online safety coordinator or Headteacher and recorded on the Child Protection Online Management System (CPOMS).
- 23.2. Any complaint about staff misuse must be referred to the Headteacher.
- 23.3. Complaints of a child protection nature must be reported to the Designated Safeguarding Lead or a Deputy D.S.L.
- 23.4. Pupils and parents will be informed of the complaints procedure.

- 23.5. Pupils are encouraged to inform their teacher or other adults in school regarding anything which makes them feel uncomfortable while using technologies.

24. Communication of Policy

24.1. Pupils

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.

24.2. Staff

- All staff will be given the Online Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

24.3. Parents

- Parents' attention will be drawn to the Online Safety Policy in newsletters, the school prospectus and on the school website.

25. Links to Other Policies

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Cyber Bullying Policy
- Behaviour & Discipline Policy
- Acceptable Use Policy
- Anti-Bullying Policy
- P.S.H.E.e. Policy
- Surveillance and CCTV Policy

26. Review Procedure

- 26.1. There will be an on-going opportunity for staff to discuss with the online safety coordinator any issue of online safety that concerns them.
- 26.2. This policy will be reviewed annually and consideration given to the implications for future whole school development planning.
- 26.3. The policy will be amended if new technologies are adopted or Central Government change the orders or guidance in any way.

APPROVED

**Primary Pupil Acceptable Use
Agreement / Online Safety Rules**

- ✓ I will look after all the school ICT equipment and use it properly.
- ✓ I will only use my class email address or my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not post anything online which upsets other people.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.
- ✓ I will use a safe online name and not give away my personal information or talk to people I do not know using the internet. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is worried about my online safety.
- ✓ I understand that if I do not follow these rules I may not be allowed to use the school computers or internet for a while, even if it was done outside school.

Parent / Carer Acceptable Use Agreement

Digital technologies have become important to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can encourage discussion, promote creativity and awareness of effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that pupils will have good access to digital technologies to support their learning and will, in return, expect the pupils to agree to be responsible users.

A copy of the Online Safety and ICT Acceptable Use Policy is attached to this permission form, so that parents/carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the consent form below to show their support of the school in this important aspect of the school's work.

Parent / Carers Name:

Pupil Name:

- I understand that the school has discussed the Acceptable Use Agreement with my child and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

- I understand that my child's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

- I understand that if my child uses their own devices when being transported home, I am responsible for the device and materials/content that they access.

Signed:

Date:

I agree to support the school in this aspect of the school's work.

Parent/Carer _____ Date _____

APPROVED



LOW MOOR C. of E. PRIMARY SCHOOL – MOBILE PHONE AGREEMENT

Pupil Name:	Class:
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a) Acceptable use of a mobile phone

- a. Pupils in Year 5 and 6 are permitted to bring a mobile phone to school to support safety issues if they come to school independently. **No other electronic devices are permitted.**
- b. All mobile phones should be handed in at the school office at the beginning of the day and collected at the end of the day.
- c. If parents/carers want their child to bring a mobile phone, it is on the understanding that they agree to the following limitations on use:

b) Limitations on use

- a. Mobile phones must be switched off at all times during the school day and remain off whilst pupils are on school premises.
- b. It is not permitted to film or photograph anyone on school grounds.
- c. School will not be responsible for the security of a mobile phone that has not been handed into the office for safekeeping.
- d. If there is reason to suspect any inappropriate content on the phone (ie messages, email, pictures, videos etc) must be shown to a teacher if requested.

c) Misuse of a mobile phone

- a. Appropriate action will be taken against any pupil who is in breach of the acceptable use guidelines, following the school's behaviour and discipline policy.
- b. In the case of misuse, the phone will be confiscated and will only be returned to a parent/carer who will be required to visit the school by appointment.

I have read the mobile phone agreement and agree to abide by it

Pupil _____ Date _____

Parent/Carer _____ Date _____