

APPENDIX 3 - MOBILE DEVICE PARENT/GUARDIAN PERMISSION

I have read and understand the mobile devices acceptable use policy about appropriate use of mobile devices at the school and I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to identify a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to carry a mobile device to school and understand that my child will be responsible for ensuring that the mobile device is used appropriately and correctly while under the school's supervision, as outlined in this document.

I understand that the school will not accept any responsibility for loss, damage or theft of a mobile device.

I understand that my child will not be allowed a mobile device in school unless this form has been completed in full, signed and returned.

Name of Parent/carer: (Please print)	
Name of pupil: (Please print)	
<p>Mobile device details:</p> <p>Make and model number</p> <p>Mobile device telephone number</p> <p>Colour/description of phone</p> <p>Network</p> <p>IMEI number</p> <p>This can be found by dialling *#06#</p> <p>I confirm that parental controls are set up on my child's devices with the correct age appropriate content filters.</p> <p>Android link: Family Link from Google - Family Safety & Parental Control Tools (families.google)</p> <p>Apple link: Share with your family – Apple Support (UK)</p> <p>Parent Signature: Date:</p> <p><u>For Boarding pupils</u></p> <p>Tick here if you wish your child to have access to his/her phone in boarding. </p>	

Pupil Mobile Device Contract for Day Pupils

- My name must be on my mobile device and I am responsible for looking after my mobile device when in use.
- I am responsible if my mobile device gets lost or broken.
- I will only give my mobile number to my friends and I will never share other peoples' mobile numbers to anyone.
- I will not take photographs/videos/recordings of any pupil or staff at any time.
- If I need to call home during the school day, I will ask reception to contact my parent/carer.
- I will hand my device to the member of staff on duty each morning when I arrive at school, before Tutor time.
- I will collect my device at the end of the school day from the member of staff on duty at 16:30 from the entrance to Oak (reception).

Appleford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- The Headmaster or Head of Pastoral may search my device if he/she feels it necessary and I understand that if I use my mobile device to look at anything inappropriate, I will have my device confiscated by a member of staff. My parents will be informed and it will not be returned to me until an investigation is concluded.
- I will not upload any data. School work can be shared on Student Shared.
- I understand that using a device to bully or threaten other pupils is not allowed and that ‘ganging-up’ on anyone, or cyber bullying is not allowed. I will have my mobile device confiscated if I do this.
- I will inform a staff member if I become aware of another pupil using their mobile device inappropriately.
- I agree to these rules.

Print Pupil Name..... Pupil Signature..... Date.....

Pupil Mobile Device Schedule for Day Pupils

- “Mobile Device Parent/Guardian Permission form” **and** “Pupil Mobile Device Contract for Day Pupils” must be signed day pupils are allowed to bring in their mobile device.
- Mobile devices must be handed into the member of staff on duty as soon as day pupils arrive at school before Tutor time.
- Members of the duty team will ensure that mobile devices are stored safely in the school office during the school day.
- Mobile devices will be available for collection at the end of the school day 16:30. A member of staff on duty will supervise this in the main entrance to Oak House.
- Should a day pupil need to contact home during the school day they should ask at reception if the school landline may be used.

Pupil Mobile Device Schedule for School Trips

- Mobile devices may be used for the travel leg of a school trip, should the journey be deemed long enough to warrant this. This decision will be made by the organiser of trip and arrangements will be made clear to both parents and children in advance of the trip.
- Upon arrival at the destination of the trip mobile devices will be collected by staff and kept in a secure location for the duration of the stay or visit.
- Upon departure mobile devices will be returned to each child for the return journey.

Pupil Mobile Device Contract for Boarders

- My name must be on my mobile device and I am responsible for looking after my mobile device when in use.
- I am responsible if my mobile device gets lost or broken.
- I will only give my mobile number to my friends and I will never share other peoples’ mobile numbers to anyone.
- I will not take photographs/videos/recordings of any pupil or staff at any time.
- If I need to call home during the school day, I will ask reception to contact my parent/carer.
- I will never use my mobile device in the dorms or toilets.
- I will have my device collected before bedtime and kept safe overnight by the Houseparents. The Houseparents will decide when and where mobile devices can be used. This is usually for a set amount of time, in a public space, in the evening after activities.
- The Headmaster or Head of Boarding may search my device if he/she feels it necessary and I understand that if I use my mobile device to look at anything inappropriate, I will have my device confiscated by a member of staff. My parents will be informed and

it will not be returned to me until an investigation is concluded.

- I will not upload any data. School work can be shared on Student Shared.
- I understand that using a device to bully or threaten other pupils is not allowed and that 'ganging-up' on anyone, or cyber bullying is not allowed. I will have my mobile device confiscated if I do this.
- I will inform a staff member if I become aware of another pupil using their mobile device inappropriately.
- I agree to these rules.

Print Pupil Name..... Pupil Signature..... Date.....

Pupil Mobile Device Schedule for Boarders

- "Mobile Device Parent/Guardian Permission form" **and** "Pupil Mobile Device Contract for Boarders" must be signed before Boarders are allowed to bring in their mobile device.
- Mobile devices must be handed into Houseparents on the morning or evening of arriving back to the Boarding House.
- Houseparents will ensure that mobile devices are stored safely overnight and during the school day.
- Boarders will have access to their mobile device from 19:30 in the evening. Mobile device access time is structured by year groups in order to reflect the age of the children.
- When a boarder is bringing collected from the Boarding House for the weekend or on an exeat weekend, mobile devices will be returned to the boarder when they are signed out on the register.
- Should a Boarder break any of the House rules in may be that mobile device time is reduced for removed for a limited period.
- The Boarding House mobile or landline are available to Boarders to use should they require.