



**HAMILTON COLLEGE - SENIOR SCHOOL**  
**ACCEPTABLE USE POLICY FOR MOBILE PHONES**  
**POLICY STATEMENT**

**1. Introduction**

While it is true that mobile phone technology provides benefits of quick and ready communication it is also the case that improper and inappropriate use can be problematic in a school context.

It is strongly recommended that pupils do not bring mobile phones to school. If these are brought, it should be noted that there are strict limitations on their use, as outlined in this policy.

If a pupil does have a mobile phone in school, it must be switched off and out of sight in classrooms and all public areas of the school buildings, including stairs and corridors, during the school day (except as noted at point 4, below). Any pupil found using a mobile phone in these areas during the school day will be given a punishment exercise. If two infringements occur during the same teaching period, the phone will be removed until the end of the school day when it can be collected from the main school office unless the confiscating teacher makes another arrangement with the pupil concerned.

**2. Emergency contact**

Emergency contact with pupils should be made through the school office (telephone 01698 282700) and not via pupils' mobile phones. Similarly, pupils can use the school office should urgent contact require to be made with parents.

**3. Integrated cameras**

Cameras integrated into mobile phones are not suitable for use in school. Using the camera function of the phone without permission will lead to the above sanctions (a punishment exercise and removal of the phone). It is not uncommon for pupils to take photographs and video footage and post these on internet sites. Since the taking of unauthorised images is not allowed in school it follows that putting images taken in school on any internet site is also not allowed and will result in pupils being punished. Sanctions may include not being allowed to bring a mobile phone to school and/or being excluded from school. Pupils downloading these images may also be punished.

**4. Integrated mp3 players**

At a teacher's discretion, senior pupils in S5-6 may be permitted to listen to music when studying. When this music is stored on an integrated phone/mp3 player, the phone should be placed in full view of the supervising teacher on the desk or table in front of the pupil.

**5. Internet access on mobile phones**

Mobile phones are not normally permitted for use when researching topics or sourcing information on the internet as the school has wireless netbooks and networked PCs for this. When access to PCs and netbooks is not readily available, mobile phone internet access for senior pupils may be deemed appropriate by, and used under the strict control of, class teachers.

#### **6. Mobile phone misuse outwith school**

Mobile phone misuse is not restricted to occurrences in school. It may involve misuse outside of school and can adversely affect other pupils and is taken very seriously. Examples of misuse include:

- taking, transferring or storing inappropriate material
- harassment or bullying by phone or text
- uploading or downloading photographs or video footage taken in school.

If mobile phone misuse outside school is found to be affecting pupils in school, the parents of the pupil(s) involved will be contacted and sanctions (e.g. punishment exercise; removal of permission to bring mobile phone to school; exclusion) are likely to be applied.

#### **7. SQA and prelim exams**

Please note that there is a complete ban on mobile phones in SQA and prelim exams. Failure to observe this ban will result in candidates being disqualified, as detailed within SQA instructions to examination candidates.

#### **8. Responsibility for mobile phones**

The school cannot take responsibility for the safety of mobile phones. Lockers are provided in the PE department for the safe storage of phones and other items of value during PE lessons and sporting activities. Combination padlocks for lockers are available for purchase from the uniform department.

Principal  
January 2011



**HAMILTON COLLEGE - SENIOR SCHOOL**  
**ACCEPTABLE USE POLICY FOR MOBILE PHONES**  
**AGREEMENT**

---

**PUPIL'S AGREEMENT**

- ❖ I have read and accept the terms and conditions of Hamilton College's Acceptable Use Policy for Mobile Phones.
- ❖ I understand and will abide by the terms and conditions.
- ❖ I understand that there is a complete ban on having mobile phones in SQA and prelim exams in examination rooms and that failure to observe this may lead to disqualification from exams.
- ❖ Should I break the conditions of acceptable use, my permission to bring a mobile phone to school may be revoked and appropriate school disciplinary action may be taken.
- ❖ In case of improper use my phone may be removed and my parents may be asked to collect it from school.

|                      |       |
|----------------------|-------|
| Pupil's name (print) | Class |
|----------------------|-------|

|                   |      |
|-------------------|------|
| Pupil's signature | Date |
|-------------------|------|

**PARENT/GUARDIAN'S AGREEMENT**

- ❖ I have read and accept the terms and conditions of Hamilton College's Acceptable Use Policy for Mobile Phones.
- ❖ I understand if my child's phone is involved in misuse I may have to collect it from the school.
- ❖ I understand and will abide by the terms and conditions.


**OR:**

**My child will not bring a mobile phone into school      please tick**

|                                |  |
|--------------------------------|--|
| Parent/Guardian's name (print) |  |
|--------------------------------|--|

|                             |      |
|-----------------------------|------|
| Parent/Guardian's signature | Date |
|-----------------------------|------|

# Copy to be retained by parent

|   |  |
|---|--|
|  | <p style="text-align: center;"><b>HAMILTON COLLEGE - SENIOR SCHOOL</b><br/><b>ACCEPTABLE USE POLICY FOR MOBILE PHONES</b><br/><b>AGREEMENT</b></p> |
|---|--|

## PUPIL'S AGREEMENT

- ❖ I have read and accept the terms and conditions of Hamilton College's Acceptable Use Policy for Mobile Phones.
- ❖ I understand and will abide by the terms and conditions.
- ❖ I understand that there is a complete ban on having mobile phones in SQA and prelim exams in examination rooms and that failure to observe this may lead to disqualification from exams.
- ❖ Should I break the conditions of acceptable use, my permission to bring a mobile phone to school may be revoked and appropriate school disciplinary action may be taken.
- ❖ In case of improper use my phone may be removed and my parents may be asked to collect it from school.

|                      |       |
|----------------------|-------|
| Pupil's name (print) | Class |
|----------------------|-------|

|                   |      |
|-------------------|------|
| Pupil's signature | Date |
|-------------------|------|

## PARENT/GUARDIAN'S AGREEMENT

- ❖ I have read and accept the terms and conditions of Hamilton College's Acceptable Use Policy for Mobile Phones.
- ❖ I understand if my child's phone is involved in misuse I may have to collect it from the school.
- ❖ I understand and will abide by the terms and conditions.

**OR:**

**My child will not bring a mobile phone into school      please tick**

|                                |
|--------------------------------|
| Parent/Guardian's name (print) |
|--------------------------------|

|                             |      |
|-----------------------------|------|
| Parent/Guardian's signature | Date |
|-----------------------------|------|