

HAMILTON COLLEGE - SENIOR SCHOOL PUPILS

ACCEPTABLE USE POLICY FOR MOBILE PHONES

1. Pupils may bring a mobile phone to school but it should only be used for sensible purposes and there are strict limitations on their use.
2. To avoid problems, however, we strongly recommend that pupils do not bring mobile phones to school unless there are good reasons why a pupil should have their phone in school.
3. Please note there is a complete ban on mobile phones in SQA and the associated prelim exams in the examination rooms. Failure to observe this ban will result in candidates being disqualified, as detailed within instructions to candidates issued at exam times.
4. We believe that children in Junior School should not have mobile phones in school. If there are good reasons why parents wish their children to have a mobile phone they must apply in writing to the Head of Junior School, stating their reasons.
5. If a pupil does have a mobile phone in school, it must be switched off and out of sight during the school day. Any pupil found using a mobile phone during the school day will be given a punishment exercise and the phone will be removed until the end of the day. Similarly pupils who disturb a class by allowing a phone to ring during a lesson will receive a punishment exercise and the phone will be removed until the end of the day. We would therefore advise parents that emergency contact with pupils should be made through the school office, telephone 01698 282700.
6. Most mobile phones have a camera which, although useful, is not suitable for use in school. There is much concern about the misuse of camera phones and video phones by school pupils. The rule about having the phone switched off applies equally to the camera function of the phone with the same sanctions of a punishment exercise and removal of the phone applying. It is common for pupils to take photographs and post them on internet sites. Since the taking of unauthorised photographs is not allowed in school it follows that putting photographs taken in school on any internet site is also not allowed and contravenes the school policy on the use of phones and will result in pupils being punished. Sanctions may include being excluded from school and or not being allowed to bring a mobile phone to school. Pupils downloading these photographs may also be punished.
7. Although most pupils use phones sensibly, unfortunately inappropriate use of mobile phones often comes to our attention. As with misuse of internet sites mobile phone misuse is not restricted to in school it may involve misuse outside of school it can adversely affect other persons 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 taken in school.Any such actions would result in the removal of the pupil's phone and parents being contacted. Serious sanctions as previously described would be applied.
8. We regret that the school cannot take responsibility for the safety of mobile phones.

Principal



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AGREEMENT

PUPIL'S AGREEMENT

- ❖ I have read and accept the terms and conditions of Hamilton College's Acceptable Use of 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
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Pupil's signature	Date
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PARENT/GUARDIAN'S AGREEMENT

- ❖ I have read and accept the terms and conditions of Hamilton College's Acceptable Use of 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.

Parent/Guardian's name (print)

Parent/Guardian's signature	Date
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Copy to be retained by parent



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