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| Student User agreement and Code of Practice for the Use of Mobile Phones and IT devices |
| **Name:** |  | **D.O.B** |  |
| * 1. All parents/guardians of students at Cambian Dilston College, who wish to bring a mobile phone and/or personal IT device into college, must sign the User Agreement and Code of Practice in order for them to become a college registered user. The responsibility for the provision of the phone and/or personal IT device, and all aspects of this user agreement, are the responsibility of the parent/guardian.
	2. All mobile phones and/or personal IT devices kept at the college are at the owner’s risk. The college will accept no responsibility for the loss, damage, theft or misuse of the mobile and/or personal IT device whilst on or off the college premises during the college terms.
	3. Prior to consent being given by the Senior Leadership Team for the phone to be brought into college, the student and parent/guardian must agree to the following information being recorded against the registered user’s name:
* Name of user
* Make of mobile
* Model number/serial number
* Mobile phone number
	1. Any phone and/or personal IT device found on the college premises which has not been given consent to be here by the Senior Leadership Team, will be immediately removed from the student and sent home.
	2. The provision of mobile phone and/or personal IT device charges and all costs incurred are the responsibility of parents/guardians of registered users.
	3. Mobile phones and/or personal IT devices that allow internet access are not advised in college. However, if brought on the premises, parents/guardians should consult with network providers to ensure suitable parental/security controls have been enabled. In the event this is overlooked it is the responsibility of parents/guardians. The college is not responsible for material sent or received via the internet on internet enabled mobile phones and/or personal IT devices. Again, this responsibility lies with the parents/guardians. However, we would encourage and support students to connect to the college Wi-Fi in order to ensure student safety and security. College will monitor internet use and inform parents/carers of any inappropriate use that places the student or other students at risk. Students will be risk assessed in relation to the use of their device on an individual basis.
	4. Mobile phones are not to be used by students:
* During the college sessions. This includes journeys any community based learning opportunities. Being out of class is not a reason for using a mobile phone.
* At night -after the agreed bedtime for the residential house base, until 7.30am.
* Instead of partaking in a house or college activity.
	1. There must be no misuse of mobile phones. Misuse means:
* Using a mobile outside of the agreed hours.
* Pranks and poor behaviour. e.g. Theft, hiding, using another person’s phone without permission.
* Nuisance calls to offices in college or other students, or other outside numbers.
* Bullying/threats/intimidation or unkind commenting, name-calling, insults, etc. via text messaging, voice messages and calls.
* Abusive language in text messages or voice calls/voice mail.
* Using a camera/video mobile to take or misuse pictures of other students/staff.
* Inappropriate Internet viewing or usage.
* Illegal downloading of files
* Inappropriate use of social media sites such as Facebook and Twitter
* Sharing inappropriate images or messages with other students.
	1. Any complaint about the registered user will be investigated and may constitute as a refusal to comply with the requirements of the User Agreement and Code of Practice.
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AGREEMENT

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| **Name:** |  | **Location:** |  | **D.O.B** |  |
| Individual’s Agreement |
| 1. I understand and support the expectations of behaviour set out in the user agreement and code of practice for mobile phones and/or personal IT devices.
2. I agree to stick to the expectations set out in the user agreement and code of practice.
3. I understand the what will happen if I break the user agreement and code of practice.
4. Make of Mobile and/or IT device:
5. Serial Number:
6. Mobile Number:
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| **Individuals Signature** |  | **Date:** |  |

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| Parent / Guardian Consent  |
| * I understand and agree to support the terms of the user agreement and code of practice.
* I acknowledge that the college will not be held responsible for any loss, damage, theft, misuse of the registered mobile and/or personal IT device.
* I accept responsibility for ensuring that where a mobile phone and/or personal IT device has internet access, I have taken steps to have appropriate parental/security controls enabled. I understand that the college is not responsible for material sent or received via the internet on internet enabled mobile phones and/or personal IT devices.
* I acknowledge that the college strongly recommends that all parents or guardians should not send expensive electrical items, mobiles, personal IT devices, TV’s etc to college with their young person (the college must always be consulted and give full agreement prior to any electrical items being brought into college).
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| **Parent’s Signature** |  | **Date:** |  |