

January 2008

Dear Parent/Carer,

### Use of Mobiles Phones, Email and The Internet at Kingstone

I would like to take this opportunity to reiterate to pupils and parents/carers the guidelines the school operates to ensure we can all focus on our main purpose, which is, as always, teaching and learning.

#### Mobile Phones

We understand that mobile phones have become a 'must have' item for nearly all teenagers, and acknowledge that mobile phones do enable youngsters to keep in touch with home and can be really useful in emergency situations. However, the use of mobile phones in school is **not allowed**. If your child decides to bring a mobile phone with him/her to school, the following rules must be adhered to:

1. Mobile phones must be switched OFF at all times whilst pupils are in school grounds.
2. Mobile phones are the responsibility of the individual pupil at all times.
3. Any pupils found taking images or videos of incidents on their phones will have them confiscated and the images destroyed.
4. Kingstone School is NOT responsible for the loss, damage or theft of any mobile phones.
5. Any pupil who is caught with a mobile phone in an exam is immediately failed in accordance with Exam Board rules.

If a pupil is found using a mobile phone on the premises, it will be confiscated and held at reception until a parent/carer can come into school to collect it. Alternatively, the phone will be returned to the pupil after five school days. Pupils can use the pay phone in an emergency, which is located in Pupil Point, South Building.

#### Use of Email and the Internet

There have been a number of instances of pupils using our computer system to send offensive emails to people who have nothing to do with Kingstone School. There are, of course, sophisticated security measures in place, that enable us to track down those responsible.

Any pupil using Email or the Internet must do so for purposes relevant to their studies. As you may be aware the students have 'protected access' to the Internet to ensure inappropriate or offensive sites cannot be accessed. There is a contract in the front of the Pupil Planner, which parents/carers and pupils are asked to sign at the beginning of each year. If pupils are found to be abusing the system they will be barred from using Email and the Internet, and depending on the seriousness of the case, may have further action taken against them.

Parents/carers are asked to be vigilant regarding the misuse of mobile phones and computers at home. Social networking websites such as [www.bebo.com](http://www.bebo.com) and [www.myspace.com](http://www.myspace.com) as well as web chat applications such as MSN Messenger have become common methods of communicating with friends outside of school however this technology can be open to abuse. You should be aware that any instances of cyber bullying amongst pupils will be dealt with in the same manner as bullying in school (to view Kingstone's anti-bullying policy please visit [www.kingstoneschool.co.uk](http://www.kingstoneschool.co.uk)). For more information on how to keep your child safe online please visit [www.childnet-int.org](http://www.childnet-int.org)

I do hope you will support these actions which, as a school, we feel we need to take. We believe technology can do a great deal to enrich young people's lives, however, we also recognise it needs to be used appropriately.

Yours sincerely,

M. Milburn  
Headteacher