# Pocklington School Foundation

## Pupil Information and Communication Technology (ICT) Policy

| | | | |
|---|---|---|---|
| **Policy Contact** | Chris Charles, Head of Digital Learning | | |
| **Consultation** | A Morgan, DSL and Head of Student Wellbeing and Safeguarding<br>M Davies, Deputy Head (Pastoral)<br>S Ward, Head of Prep School<br>S Cobb, Deputy Head of Prep School and Head of Pre-Prep School | | |
| **Governor Committee** | Pastoral and Safeguarding Oversight Committee | | |
| **Last Reviewed** | October 2023 | **Next Review Due** | October 2024 |

# Contents

**Aim of Policy** ..... 3
**Definitions used in this Document** ..... 3
**Legislation, Regulations & Guidance** ..... 3
**Pocklington School Foundation Policies to Reference** ..... 3
**Use of Information and Communications Technology** ..... 4
Communications with Parents / Guardians ..... 4
School Internet Access ..... 4
Access via Mobile Data Networks ..... 4
**General** ..... 5
Mobile Phones ..... 5
Social Media Sites ..... 5
Sixth Form Acceptable Use of Social Media ..... 6
Senior School BYOD (Bring Your Own Device) ..... 6
Remote Learning Protocols ..... 6
**Sanctions** ..... 6
**Appendix 1: Acceptable Use Policies** ..... 8
**Appendix 2: Guidance for Staff** ..... 10
Guidance for Staff on Social Media Searches ..... 10
Guidance to staff upon discovery of inappropriate images of a child or young person on a mobile phone or other device ..... 10
**Appendix 3: Mobile phones and other devices: Rules for pupils** ..... 11
Prep School ..... 11
**Mobile Phones, Laptops & Tablets** ..... 11
**Sanctions** ..... 11
Senior School ..... 12
**Additional 6th Form allowances** ..... 12
**Senior School Library** ..... 12
**Senior School Sanctions (Mobile Phone specific)** ..... 12
Boarding ..... 13
**Appendix 4: Prep School Letter to Parents and Permission Slip** ..... 14
Letter ..... 14
Mobile Phone Permission Slip ..... 15

## Aim of Policy

Information and Communications technology provides many opportunities to enhance teaching and learning, however its use needs to be carefully managed to reduce the risks from misuse. This policy outlines the rules for safe use of technology both in and out of school.

Technology is to be used to support the operation of the Foundation and to facilitate a high-quality teaching and learning experience for all.

We are committed to providing a safe and caring environment that is free from any form of disruption to our aims and values. Bullying in all its forms is a clear threat to our stated aims and intentions for the development of children and will not be tolerated. Any kind of bullying or harassment is unacceptable.

Use of any information and communications technology must be consistent with the principles set down in the School rules, Pre-Prep's Golden Rules and Prep Respect Code as appropriate.

The Designated Safeguarding Lead (DSL) (in liaison with the DSL's for Senior School and Prep School) has lead responsibility for online safety.

## Definitions used in this Document

| | |
|---|---|
| **Device** | A device is any computer-based system that can access, process, or communicate information. Examples include mobile phones, laptops and tablets. |
| **Camera** | A camera is a device that can take or record images or video. The camera may be discrete or part of another device. |
| **School managed system** | A school managed system is any hardware, software or service that is managed by Pocklington School Foundation. For example, this includes iSAMS, Office 365 and Firefly. |

## Legislation, Regulations & Guidance

- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- Education (Independent School Standards) Regulations 2014 (ISSR), as amended, made under section 94 of the Education and Skills Act 2008
- Keeping Children Safe in Education (DfE Sept 2023)
- Behaviour and Discipline in Schools: Advice for Headteachers and School Staff (DfE Jan 2016)
- Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies (DFE January 2018)
- Guidance from UKCIS (UK Council for Internet Safety) Full guidance from UKCIS here

## Pocklington School Foundation Policies to Reference

- The Safeguarding Children Policy: The Framework including the Child Protection Policy
- Pocklington School Rules (printed and distributed termly to in the School 'Blue Book')
- Pocklington School Rewards and Sanctions Policy (Behaviour Policy)
- Pocklington Prep School Behaviour Policy
- The Anti-Bullying and Procedures to Counteract Cyberbullying Policy (Pocklington School)
- Pocklington Prep School Anti-Bullying Policy
- Mobile Phone Use in School: Rules for Students (Incl. Web-Enabled Devices)
- Pocklington School Trustee Ltd Terms and Conditions (Parent Contract)

# Use of Information and Communications Technology

Every member of the Pocklington School Foundation receives a login that allows access to a range of different services including logging in to networked computers and accessing school managed services such as email and file storage. The school encourages responsible use of the internet for educational purposes.

Pupils must respect the privacy of other users and not attempt to access, modify, or copy data or passwords belonging to other users. Users of the network must not attempt to circumvent security or interfere with the proper operation of computers, the network or school managed services.

The school network provides internet access. Pupils are expected to act responsibly and use the internet for school related work only. Pupils should not attempt to access pornographic or other undesirable materials. All internet access is logged. This log will be inspected regularly.

The approach taken and the systems in place to monitor and filter pupil access is reviewed by the DSL in liaison with Deputy Head (Pastoral), Head of Digital Learning, Network Manager and members of the Prep School Management Group. This review occurs annually.

Senior school pupils may bring devices to school and use the wireless connectivity to the school network and internet available in various parts of the campus. Both Prep and Senior boarding pupils may use the internet in boarding houses subject to boarding rules. Whilst on the campus, including boarding houses, usage of these machines is subject to the same regulations as school machines. Authorised staff are entitled to reasonable access to check these machines if they suspect inappropriate or malicious usage (See Appendix 2 for guidance).

## Communications with Parents / Guardians

We feel that it is important to ensure that parents and guardians are aware of the potential issues that could occur from access to the internet. To help keep parents up to date we will communicate to parents each academic year to make them aware of resources relating to internet safety that could promote discussion with their children. In this communication we will also explain that pupil internet access within the Foundation is filtered and give some examples of the kind of activities that pupils will undertake whilst at school or completing homework.

## School Internet Access

When Prep School and Pocklington School 1st – 5th Form pupils are using the internet during lessons, pupils will be expected to access only those sites and/or apps instructed by the subject teacher. No other attempt must be made to access any other site/app for any reason.

For 6th Form pupils who are using school internet, no attempt must be made to access inappropriate or non-work-related sites. Pupils found to be misusing the internet will be reported to their Housemaster/Mistress. Sanctions within the ICT or Rewards and Sanctions Policies may be applied as appropriate.

The expectations of using ICT as outlined in the AUP (accepted by parents) apply for use of school internet access whether accessed via Wi-Fi or other methods.

## Access via Mobile Data Networks

It is the responsibility of the mobile phone contract holder to ensure that any pupil phone has access to adult content restricted. These restrictions can only be removed by the owner of the contract. Note that the contract owner is legally responsible for the appropriate use of the device.

# General

- The Foundation reserves the right to monitor pupils' use of the internet and device use whilst at school. No data will be recorded unless further action is required. Any processing of data will be lawful in accordance with the requirements of the UK GDPR.
- During the admissions process all parents consent to the Pupil Acceptable Use Policy, confirming they understand the Foundation's Pupil Acceptable Use of Information and Communication Technology Policy and consent to monitoring pupil use of the internet and devices. Further detail on lawfully processing data can be referenced in the Foundations Privacy Notice.
- The school will monitor the use and content of school-managed systems whether they are accessed from within or out of school.
- Devices are the responsibility of the pupils who own them. The school cannot be held responsible for the loss of or damage to any device.
- Pupil's devices are never to be brought into an examination room, even if switched off. Examination Boards will disqualify candidates for breaking this rule.
- In school, no pupil should ever use a camera to video, photograph or record another pupil or member of staff without their permission and the permission of a supervising teacher.
- Making abusive calls or sending abusive messages or images/videos is a criminal offence. The school may therefore take police advice in such situations. Refer to the Anti-Bullying and Procedures to Counteract Cyberbullying Policy.
- Pupils must respect copyright and must not attempt to pass off the work of others as their own.
- Any misuse of Information and Communication Technology is subject to the school's disciplinary sanctions. Pupils and parents are referred to this document and to the school's Rewards and Sanctions policy for guidance. Pupils (including those of 18 years of age and over) will be accountable to school sanctions even if the misconduct occurs outside of school (for example, where the welfare of other pupils or staff is at risk or the aims and values of the school are undermined).
- Examination of mobile phones may occur upon consent of the pupil if there is a reason to suspect abuse. Where a pupil refuses to allow the contents of the phone to be searched, the matter may be referred to the police who have more extensive search powers.
- Sanctions may include confiscation of devices or restrictions on the use of devices or access to the internet.

## Mobile Phones

- Children in the Prep School should only bring a mobile phone into school if they travel by bus or walk to school on their own. Permission is obtained through parental completion of a form provided by the Prep School Office.
- Senior school pupils must keep their mobile phones in lockers during the school day. Sixth form pupils may use their mobile phones in the Sixth form area of the school.
- If a pupil is feeling ill, they must go to the Medical Centre before phoning home. In the case of the Prep School, pupils who feel ill will already be in the care of a teacher or Matron who will contact parents.
- Pupils in the senior school may use mobile phones on school trips provided they seek approval from the member of staff in charge.
- Boarders are permitted to use mobile phones outside normal school hours but must follow the rules set down for the boarding community.
- See the Mobile Phone policy for full details of mobile phone rules for pupils.

## Social Media Sites

The School allows access to social media informed by advice and guidance given by providers and supporting organisations specialising in online safety.

Access to social media sites is restricted in the school day for all pupils below sixth form.

## Sixth Form Acceptable Use of Social Media

Due to increasing changes in university websites, Sixth Form pupils will be allowed access to Social Media sites during school hours.

The protocols below are to be adhered to by all pupils, both during the day and evening:

- Social Media Sites should only be accessed during free periods or break times and not during lessons.
- Usage should be restricted to research purposes only during school hours (e.g. university or college pages – joining groups).
- No pictures or profile updates should be made during school hours.
- No live chat should take place during school hours.
- No groups should be set up that relate to Pocklington School, its pupils, or staff (unless with the explicit permission of the school).
- Usage will be monitored, and inappropriate use will mean this privilege is removed.

## Senior School BYOD (Bring Your Own Device)

- Pupils should bring their device every day and ensure it is fully charged.
- Devices must only be used with the permission of the teacher.
- Devices must not be left unattended. During games and other times when devices will not be used they should be secured in the pupil's locker.
- Devices should be covered by an appropriate insurance policy. The school does not take any responsibility for damage, breakages or faults.
- We recommend that devices are secured with a passcode, password or biometrics. Devices should be labelled with the pupil's name.
- Pupils are expected to act responsibly with regards to their own device, keeping it up to date and as secure as possible. It is their duty to be responsible for the upkeep, backup and protection of their devices.
- We will support pupils to connect their device to the school network and to access relevant services such as school email and Office 365. Training will be provided on the use of applications and services needed within lessons. Other technical support or assistance with repairs will not be provided.
- The school reserves the right to administer sanctions as per the Behaviour policy and the School Rules.
- It is recommended that pupils save all schoolwork to their school OneDrive as this will ensure work is backed up regularly.
- Mock examinations and other summative assessments must be carried out on paper unless a pupil's normal way of working includes using a laptop for reasons of SEND. The Head of Learning Support decides on a pupil's normal way of working.

## Remote Learning Protocols

During school closure or extended periods of absence, remote learning (including the use of video conferencing applications such as Microsoft Teams or Zoom) may be employed to facilitate continuity of education. Pupils and staff are required to follow the guidance and protocols as set down in the Pocklington School Foundation Remote Learning Policy and in the Pocklington School Foundation Child Protection and Safeguarding Policy: Addendum. These policies are available on the Extranet and on the Pocklington School website.

# Sanctions

Pupils who do not follow these rules are likely to have their mobile phones/device confiscated in the first instance (see section on 'Searching Electronic Devices' in the 'Anti-Bullying and Procedures to Counteract Cyberbullying Policy') and parents are likely to be contacted. Ultimately, they can be banned from bringing a mobile phone/device into school.

Where pupils contravene the Acceptable Use Policy (see Appendix 1), this is in turn a contravention of the School Rules and will be sanctioned in line with the appropriate (Prep or Senior School) Behaviour Policy or 'Anti-Bullying and Procedures to Counteract Cyberbullying Policy'.

# Appendix 1: Acceptable Use Policies

## Pocklington School: Pupil Acceptable Use Policy

This policy outlines the terms and conditions on which users are given access to the school network, school managed systems and acceptable use of computer equipment whilst on the school site.

- Every member of Pocklington School receives a login that allows access to a range of different services including logging in to networked computers and accessing school managed systems such as email and file storage. The school encourages responsible use of the internet for educational purposes.
- You must respect the privacy of other users and not attempt to access, modify, or copy data or passwords belonging to other users. You must not attempt to interfere with the proper operation of computers, the network or school managed services.
- The school network provides internet access. You are expected to act responsibly and use the internet for school related work only. You should not attempt to access pornographic or other undesirable materials. All internet access is logged. This log will be inspected regularly.
- You must respect copyright and plagiarism laws and legislation and must not attempt to pass off the work of others as your own. For more information see: www.copyrightservice.co.uk/copyright/uk_law_summary
- BYOD devices (e.g. laptops, tablets) can be used in lessons with teacher permission. The school is not responsible for malware issues, damage, loss, or theft of personal devices. We recommend regularly backing up and insuring any devices brought into school. Pupils may bring laptops, tablets or other connectable devices to school and use the wireless connectivity to the network/internet available in various parts of the campus. Whilst on the campus, including boarding houses, usage of these devices is subject to the same regulations as set down in the ICT Policy.
- Smart Watches come under the school's mobile phone rules and cannot be used without permission (i.e. for web-enabled activity including texting etc.) during the school day. If pupils are found to be using them inappropriately, the same warnings, confiscation and sanctions apply. The wearing of Smart Watches is strongly prohibited in any examinations. In public examinations a pupil can be disqualified from exams for wearing a Smart Watch
- Authorised staff are entitled to reasonable access to check devices if they suspect inappropriate or malicious usage.

**Core Statements**

All pupils should be aware of the following principles in the use of ICT at Pocklington School Foundation.

- All users must take responsibility for their own use of technologies, making sure that they use technology safely, responsibly, and legally.
- All users must have knowledge of e-safety education, taking personal responsibility for their awareness of the opportunities and risks posed by the use of technology.
- No device, whether school provided or personally owned, may be used for the bullying or inappropriate use of others in any form.
- All users must report any known misuses of technology, including the unacceptable behaviours of others to an adult/member of staff.
- All users are responsible for protecting their passwords and login details, and should log off the network and/or any other services when leaving devices unattended.
- Pupils must not take, store, request, or share indecent images or messages.

**Social Network Sites**

The school does not allow access by any pupil below the Sixth Form to a social network site **whilst under school authority**.

Using Social Network sites out of school - Pupils must not use the names, or make any reference to, Pocklington School or the Foundation in any way in order to buy, sell or trade any materials in any form whatsoever. No groups should be set up that relate to Pocklington School, its pupils, or staff. The legal age for a young person to have a Social Media account is 13 or above.

**Appropriate disciplinary measures will be taken against any user who does not comply with the above, or who uses information technology in the school in any way which is illegal or improper or lacking in consideration for the use of the technology by others.**

## Pocklington Prep School: Pupil Acceptable Use Policy

*The school has multiple devices and wireless internet access to help pupils' learning.*

*All pupils, by accepting a place at Pocklington Prep, are accepting the rules for responsible use of computers and Internet sites, as set out below:*

- I will only access the system with my own login and password, which I will keep secret
- I will not access other people's files
- I will only use the computers for school work and homework
- I will not bring in memory sticks, CDs or DVDs from outside school unless I have been given permission
- I will ask permission from a member of staff before using a computer or using the Internet
- I will ask for permission from a member of staff before using my school e-mail and will only e-mail people I know, or those that my teacher has approved
- The messages I send will be polite, responsible and necessary
- I will not use the internet inappropriately, nor will I encourage anyone else so to do
- I will not give out my home address or telephone number, or arrange to meet anyone, unless my parent, carer or teacher knows the person and has given permission
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself
- I understand that the school monitors the Internet sites visited, and may check my computer files
- I will not make recordings of any pupils or staff, using my own device or a school's device, without their permission
- I will not post any images or videos taken whilst in school (either online or on the premises) to any social media sites
- I understand that these rules apply to every computer or digital device I use as part of my school work, including when completing work while off the school site, and any breach of these rules can result in me losing my access privileges
  *By observing these rules we will be able to enjoy the use of computers in our school and keep everyone safe.*

Pupil Name (print)……

Read and Signed (Pupil)* …… Date ……..

Read and signed by parent/guardian…… Date ……

***PrePrep Children do not need to sign this.**
**They will be given the opportunity to sign it when they enter Year 3**

# Appendix 2: Guidance for Staff

For EYFS guidance please refer to the Child Protection Policy and the EYFS Policy.

## Guidance for Staff on Social Media Searches

If a staff member judges that a pupil's Social Media must be viewed for any reason, this must be done by an authorised member of staff using a school computer, the search must be witnessed by another member of staff and the investigation logged with time and date.

## Guidance to staff upon discovery of inappropriate images of a child or young person on a mobile phone or other device

Staff should refer to the policy and guidance detailed in "Sexting (Nude Selfies): Guidance for dealing with incidents"[1]

**Statutory Guidance for Dealing with Electronic Devices[2]**

- *Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.*
- *The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a "good reason" for examining or erasing the contents of an electronic device:*

In determining a "good reason" to examine or erase the data or files the staff member should reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

**Also note:**

Teachers should also take account of any additional guidance and procedures on the retention and disposal of items that have been put in place by the school.

[1] Also refer to Guidance from UKCCIS (UK Council for Child Internet Safety) Full guidance from UKCCIS 2017 here
[2] Searching, Screening and Confiscation: Advice for headteachers, school staff and governing bodies (DFE January 2018)

# Appendix 3: Mobile phones and other devices: Rules for pupils

## Prep School

All pupils are required to recognise their responsibilities in the use of all forms of technology whilst under school authority, including:

- Mobile phones, laptops and tablets
- Network and Internet use
- Digital cameras (discrete and integrated devices)
- Smart watch applications

Guidance statements are given below for the acceptable use of each form of technology.

## Mobile Phones, Laptops & Tablets

- Only those pupils travelling by bus, or walking to school from home, may be permitted to bring a mobile phone or wi-fi enabled device to school; parents must first seek the School's permission by completing a permission form (please see Appendix 4).
- Mobile phones and tablets are the responsibility of the pupils who own them. The school cannot be responsible for the loss of or damage to mobile phones. Parents are strongly advised to discourage their children from bringing expensive mobile phones into school.
- Mobile phones and wi-fi enabled devices must be clearly named and handed in at the School Reception on arrival at the Prep School.
- Boarders are permitted to use mobile phones outside normal school but not during prep times or after bedtimes. Boarders should refer to specific age-appropriate rules.
- Camera phones should not be used to record photographs or videos of other pupils or anyone else in the school without their permission.
- With permission from the Head of Prep, pupils may bring tablets and laptop computers to school and use the wireless connectivity to the school network and internet available in various parts of the campus. Whilst on the campus, including boarding houses, usage of these machines is subject to the same regulations as school machines. Boarding house staff and IT staff are entitled to reasonable access to check these machines if they suspect inappropriate or malicious usage. The school is not responsible for, nor will it undertake, technical support of pupils' computers.
- It is the responsibility of the parents, or whoever is taking out a mobile phone contract on behalf of a pupil of Pocklington Prep School that they firstly, take out a contract with a provider that has the facility lock down and restrict access to adult content. Secondly, that such restrictions are in place. Thirdly, that the restrictions can only be removed by the owner of the contract.

## Sanctions

Pupils who do not follow this guidance are likely to have their devices confiscated in the first instance and parents contacted. Ultimately, they may be unable to bring their device into school.

## Senior School

**1st to 5th Form**

- From September 2023 all Senior School Pupils are expected to bring a suitable Bring Your Own Device to school each day. It should be fully charged each evening and be taken to all lessons. When not in use the device should be secured in the pupil's locker.
- Pupils are permitted to bring mobiles into school, but they must be kept in lockers during the school day.
- At 3.45PM, pupils may check their phones for messages or for contacting home. This must be done only in Divisional Areas or outside the main school building. Recreational use is not permitted on the school campus.
- At the discretion of supervising members of staff, mobile phones may be permitted on school trips /travelling to fixtures.
- Smart Watches come under the school's mobile phone rules and cannot be used without permission (i.e. for web-enabled activity including texting etc.) during the school day. If pupils are found to be using them inappropriately, the same warnings, confiscation and sanctions apply. The wearing of Smart Watches is strongly prohibited in any examinations. In public examinations a pupil can be disqualified from exams for wearing a Smart Watch.

## Additional 6th Form allowances

- Sixth Formers can use mobile phones in the Sixth Form Centre, but NOT around the school site (except under the direction of teachers in lessons).
- Sixth formers may use devices for independent study in the sixth form area and library.

## Senior School Library

- The library will be a mobile phone free zone for all pupils at all times (this includes boarders' prep times).

## Senior School Sanctions (Mobile Phone specific)

- For a first offence, if a pupil is seen with their phone during the school day it will be confiscated, switched off and placed securely in a school safe (in an envelope with the name and form details of the pupil and the name of the member of staff who has confiscated the item). The relevant Housemaster/mistress will be informed. The pupil will be able to pick up the phone at 3.45pm by asking a member of staff at the staff room.
- For a second offence, the sanction will be as above, but on this occasion the Housemaster will contact parents to advise them that a subsequent failure to adhere to the rules is likely to result in the pupil being sanctioned more seriously.
- For a third offence, a School Detention will be given and parents will be informed. The pupil may be banned from bringing their phone into school for a designated period.

## Boarding

- All devices are the responsibility of the boarder who owns them. Boarders should use their lockable area or the house office to lock away any valuable items. Pupils should report any missing/damaged items to the member of staff on duty.
- Boarders should never use their phone (or any other device) to video, photograph, or record another pupil or member of staff without their permission.
- Permission is required to take, store, or distribute photographs.
- Making abusive calls or sending abusive messages or images is a criminal offence.
- The use of Mobile phones and other devices is not permitted in the Dining Hall or Chapel.
- All pupils up to year 11/5th year will be required to hand in mobile phones and other electrical devises to staff at the office before bedtimes – see daily house routines for timings.

# Appendix 4: Prep School Letter to Parents and Permission Slip

## Letter

Dear Parents,

I am writing to remind you of the school policy regarding mobile phone use in school. Children in the Prep school are not allowed to bring a mobile phone, or any other electronic Wi-Fi enabled device, to school unless they have written permission from myself or Ms Ward via the school office. The only children who will be eligible to bring a phone to school are those children who travel by bus (and the phone must only be in school on those days when the child takes the bus) or who have permission to walk home unaccompanied. In instances where children are sharing their time between two houses, special permission may be granted. *Please ensure their phone is clearly named.*

On arrival at school, children with permission to have a phone, or other electronic Wi-Fi enabled device must turn it off and hand it in to the school office; phones or other devices must never be kept in bags or blazer pockets.

Children who have a phone and go on a fixture will be given their phone on arrival back in school.

Children are not permitted to wear smart watches (including Apple watches) or tracker watches with an integrated camera and listening device; this is to safeguard all children in our care.

If your child brings a mobile phone (without written permission), smart watch or tracker watch into school, we will keep it safely in the school office until you are able to come and collect it.

Thank you for your support in keeping all children in our school safe.

Best wishes,

Sarah Cobb
Deputy Head/Head of Pre-Prep
Designated Safeguarding Lead

## Mobile Phone Permission Slip

**Use of mobile phones/ Wi-Fi enabled device Contract of use**

| | |
|---|---|
| Child's Name: | |
| Device and telephone number: | |
| Is the device clearly named? | |
| Reasons for use: | |
| Parents name/names: | |
| Signature: | |
| Date: | |

**Please indicate below the day/days you wish your child to have use of a mobile phone/Wi-Fi enabled device.**

| **Day of the week** | **Please tick here** | **Reasons for use:** |
|---|---|---|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

Office Use Only:

Name of child……..

Name of parent……..

Signature of approval……

Date……..

Copy for file/Copy for parents