KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

STUDENT MOBILE PHONE AND IT/CYBER SECURITY ACCEPTABLE USE POLICY

This policy sets out the rules that all students must follow when using mobile phones, other smart technology and digital resources at KGS.

It is intended to:

- ensure that KGS is a mobile phone-free environment during the school day, except where an exception has been expressly authorised;
- help students use the internet and other communications technologies safely and responsibly; and
- protect the School's digital systems and users from accidental or deliberate misuse.

In this policy, "mobile phone" includes smartwatches and other smart technology with similar functionality to a mobile phone.

Further details on measures taken by the School to help students stay safe online are set out in the School's *Online Safety Policy*.

Students must accept the rules in the **Student Mobile Phone and IT/Cyber Security Acceptable Use Agreement** below as a condition of using KGS digital systems and devices at school.

All students must also comply with the *Student Device Policy* in relation to use of devices such as laptops which are required for learning in school and the *Student Artificial Intelligence (AI)* Policy.

This Policy reflects the DfE statutory guidance Mobile phones in schools - GOV.UK updated in June 2026 and to be followed from 1st September 2026.

This Policy should be read alongside the:

- Behaviour Policy
- Anti-Bullying Policy (including Cyber-Bullying)
- Safeguarding & Child Protection Policy and Procedures
- Online Safety Policy
- Data Protection Policy and Privacy Notice

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Student Mobile Phone and IT/Cyber Security Acceptable Use Agreement

1. Mobile Phones and other smart technology

1.1. I understand that KGS is a mobile phone-free environment during the school day, except where the School has expressly authorised an exception as set out below.

1.2. "Mobile phone" includes smartwatches and other smart technology with similar functionality to a mobile phone.

First to Third Years

1.3. My mobile phone must remain switched off and stored out of sight in a pocket or bag throughout the school day (8.15am – 3.45pm).

1.4. This includes coach travel to Ditton Field for afternoon Games.

1.5. I understand that I will immediately receive a Misconduct if I have my phone out during these times. 3 Misconducts for unauthorised use of my phone will result in a Detention. I might also be asked to hand my phone in to my Head of Year at the start of the school day.

Fourth and Fifth Years

1.6. I am *only* allowed to use my mobile phone:

- To check my timetable in the classroom *before* I leave for my next lesson, and with the express permission of a teacher.
- In the Learning Centre Study Room only, during break and lunch, and for school purposes.

1.7. I understand that I will immediately receive a Misconduct if I am seen using my phone at any other time or location during the school day. 3 Misconducts for unauthorised use of my phone will result in a Detention. I might also be asked to hand my phone in to my Head of Year at the start of the school day.

Sixth Form

1.8. I am *only* allowed to use my mobile phone:
- in the Sixth Form Café, and only before school and during break/lunchtime.
- to check my timetable in the classroom *before* I leave for my next lesson.

1.9. I understand that I will immediately receive a Misconduct if I am seen using my phone in any other location on school premises during the school day. 3 Misconducts for unauthorised use of my phone will result in a Detention. I might also be asked to hand my phone in to my Head of Year at the start of the school day.

1.10. I understand that I should behave as a positive role model to younger students by not using my mobile phone in front of them and restricting phone use to essential school purposes only.

Exceptions

1.11. I may use a mobile phone where a member of staff has expressly authorised this for a particular educational purpose, medical need, disability, reasonable adjustment, safeguarding reason or other exceptional circumstance.

1.12. Any exception will be limited to the student, purpose, time and place authorised by the School.

Contact during the school day

1.13. If I need to contact my parent or carer during the school day, I must speak to a member of staff and must not use my mobile phone unless authorised to do so.

1.14. Parents and carers who need to contact me during the school day should do so through the School Office.

Cameras, recording and examinations

1.15. Other than where expressly permitted under JCQ regulations, I must never take a mobile phone or other wireless accessory that connects to a smartphone (eg AirPods, headphones etc) into an examination. This is malpractice and can have serious consequences.

1.16. I understand that use of cameras or other recording equipment, including on mobile phones and other devices, is forbidden on all parts of the school site including Ditton Field, unless under direction of a member of staff.

1.17. It is always forbidden to use cameras in toilets, washing and changing areas, including on school trips.

Safeguarding

1.18. Where misuse of a mobile phone raises a safeguarding concern, the matter will be referred to the Designated Safeguarding Lead or a Deputy DSL in accordance with the School's *Safeguarding and Child Protection Policy and Procedures*.

2. Devices for learning

2.1. I will bring my device (eg laptop) to school every day, fully charged and ready for use as directed by my teachers.

2.2. I understand that I must comply with the rules in the *Student Device Policy*.

3. IT and Cyber Security

3.1. I understand that I must use school digital systems and equipment (and my own devices insofar as they are allowed in school), in a responsible way, avoiding any activities that may cause a risk to my safety or to the safety and security of the school digital systems and other users.

3.2. School systems are primarily intended for educational use. I will not use them for personal or recreational use unless I have permission to do so.

4. Passwords and security

4.1. I will only use my own username and password to access school systems.

4.2. I will not share my username and password with anybody else.

4.3. My password will include a minimum of 12 characters including at least one number and one capital letter.

4.4. If I leave my laptop unattended at any time, I will ensure that it is screen locked and requires a password or biometrics to unlock it.

5. School Email and Teams Messaging

5.1. I must use my KGS email account or Teams to contact staff. I must not use my own personal email account.

5.2. I may also use my KGS email to email other students about school business.

5.3. I will adopt appropriate email etiquette and ensure my emails and Teams messages are polite and correctly formatted.

5.4. I will use School email responsibly and I will not send inappropriate emails or Teams messages or distribute mass emails.

5.5. I will not open any attachments to emails unless I know and trust the person / organisation who sent the email. This is because of the risk of the attachment containing viruses or other harmful programs.

5.6. I will not use my KGS email or Teams for personal use.

6. Monitoring by School

6.1. I understand that the School will monitor my use of the School's digital systems including email, other digital communications and internet use through school systems.

6.2. The School may also review the use of social networking sites by students.

6.3. I am aware that the School can view content accessed or sent via its systems.

7. Use of School Internet and accessing inappropriate content

7.1. I will not use the School's internet systems for inappropriate activities such as:

- Accessing or trying to access harmful sites or other prohibited/inappropriate content;
- Accessing, creating or sharing content that is deceptive, deliberately misleading, extremist or encourages violence, discrimination or harmful conspiracy theories;
- online gaming;

- online gambling;
- internet shopping;
- sharing of any inappropriate files or digital media, including links to any inappropriate online content.

7.2. I understand that as well as monitoring my usage of school systems, the School's filtering system will restrict what I can and cannot access. This applies when I am using any school device, or other devices connected to the school's wi-fi.

7.3. I will not use any programs or software that might allow me, or otherwise attempt, to bypass the filtering / security systems in place to prevent access to inappropriate materials.

7.4. I understand that deliberate access, or attempted access, to inappropriate materials is likely to be a serious disciplinary matter.

7.5. I will immediately report to staff any accidental access to inappropriate materials.

7.6. I will also immediately report to staff if I see anyone else mis-using the school's systems.

7.7. If I think I need access to a blocked site for schoolwork, I will ask my teacher for assistance.

7.8. I will not upload, download, send, print, or access any materials which are illegal, obscene or inappropriate or may cause harm or distress to others.

8. For my own personal safety

Whatever device I am using, and wherever, whenever and however I am using it:

8.1 I understand that online risks may involve harmful content, harmful contact from others, my own online conduct, and commercial risks such as scams, phishing, gambling or fraud.

8.2 I understand that it is in the best interest of my safety to ensure that any social media profiles I have are set to the highest privacy setting and that I only communicate with people I know offline.

8.3 I will be aware of "stranger danger" when I am communicating online and, if in doubt, I will seek the advice of a member of staff or parent/carer.

8.4 I will not disclose or share personal information or images of or about myself or others online.

8.5 If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take an adult with me.

8.6 I will immediately report any material or communications I receive online that make me feel uncomfortable or which are offensive, discriminatory, threatening or bullying. I will not respond to any such communications.

8.7 If I see or experience anything online that makes me worried about my own safety or someone else's safety, I will report it to a member of staff or through the School's reporting system.

8.8 I understand that online behaviour can affect wellbeing, attendance, relationships and school life, and that the School may act where online activity creates a pastoral or safeguarding concern.

9. Consideration for others

9.1. I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

9.2. I will act as I expect others to act toward me.

9.3. I will respect others' work and property and will not access, copy, share, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

9.4. I will be polite and responsible when I communicate with others online, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

9.5. I will not take, use, share, publish or distribute images of anyone without their permission, even if I consider the image to be harmless.

9.6. I will not request, take, create, edit, share, forward or store nude or semi-nude images, including AI-generated or digitally altered images, of myself or anyone else.

9.7. I will not use AI or any digital tool to impersonate, bully, harass, deceive, exploit, embarrass or harm another person.

9.8. I will not share other peoples' contact details or other information about them without their permission.

9.9. I will not refer to the School, its staff or students on websites or other areas of social media without the School's consent.

9.10. I will not create, administer, moderate or host any website, social media account, channel, page, group or other similar online presence which uses the School's name, logo or branding or contains any material relating to KGS, its staff, students or other members of the School community, without prior authorisation from the School.

10. School IT Equipment and system security

10.1. I will treat School IT equipment with respect and care.

10.2. I will not install or attempt to install programs of any type on School hardware, nor will I try to alter computer settings.

10.3. I will not attempt to use a memory stick or external hard drive on any School IT equipment.

10.4. I understand that, with the exception of portable computers, School IT equipment should not be moved, relocated or adjusted without the permission of a member of staff.

10.5. I understand that display screens and signs in classrooms and other areas of the School should not be touched without a member of staff present in the classroom in order to supervise.

10.6. I will immediately report:

- Any damage or faults involving equipment or software, however this may have happened.
- Any unusual or unexpected behaviour or activity on any device (which I will immediately cease to use).
- Any suspected loss, accidental sharing or unauthorised access to personal information, including if I think I have sent personal information to the wrong person or seen personal information I should not have access to.

- If I see the School's digital systems or equipment being mis-used in any way.

10.7. I will not attempt to access, interfere with, disrupt, damage or bypass any School system, account, network or security measure. I understand that any deliberate attempt to damage or 'hack' into the School's digital infrastructure will result in serious disciplinary action.

11. File storage

11.1. I understand that I have my own user area to store my files and folders.

11.2. This is for schoolwork only, and should not be used to store personal files, photographs, music or documents.

11.3. If my work is particularly important, it is good practice to save additional copies elsewhere as the School cannot guarantee against possible hardware failure.

12. Content

When using the internet for schoolwork or recreation (and whatever device I am using, wherever and whenever):

12.1. I must think carefully before I post any information online or repost or endorse content created by other people.

12.2. I should ensure that I have permission to use the original work of others in my own work.

12.3. Where work is protected by copyright, I will not download copies (including music and videos).

12.4. When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

12.5. I understand that when using any online resources for research and completing assignments, including generative AI platforms such as *Magic School*, I should take reasonable steps to avoid any form of plagiarism. Further guidance is provided in the school's *Student AI Policy and Academic Honesty Policy*. This policy also highlights the

sanctions for deliberate plagiarism, which can have serious repercussions if connected to Non-Examined Assessments (NEAs).

13. Breach of this Policy

13.1. I understand that I am responsible for my actions, both in and out of school.

13.2. I understand that KGS also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement, when I am in or out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information, hurtful or derogatory comments on chat rooms, instant messaging, text messaging, social networking sites or similar websites).

13.3. I understand that if I fail to comply with this IT Mobile Phone and IT/Cyber Security Acceptable Use Agreement (or the Student Device Policy), I may be subject to disciplinary action.