



CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

CODE OF CONDUCT FOR THE RESPONSIBLE USE OF DIGITAL TECHNOLOGY – INCORPORATING USE OF MOBILE PHONES, INTERNET, CHAT ROOMS, E-MAIL I-PODS/MP3 PLAYERS

The college recognises the advantages of digital technology for staff and students as a means of communication and as a learning tool. However, this technology is open to abuse leading to the invasion of privacy and, in its most serious form, cyber-bullying. This code of conduct sets out appropriate use of digital technology while protecting the individual and maintaining a productive, working environment. We expect all students to use digital technology responsibly.

Misuse of digital technology that results in an invasion of privacy or personal distress is CYBER-BULLYING and this will not be tolerated at the college. The college will investigate any suspected cyber-bullying where there is evidence that it is causing distress to one or more students of the college. Where there is proof of cyber-bullying the bullies will be punished in the ways detailed within this code, whether or not the cyber-bullying took place on the college site.

Guidelines for use of mobile phones, MP3 players or I-pods

Students are allowed to carry mobile phones.

Students must not use phones to communicate in any form during lessons.

Students must seek permission from the class teacher to use other mobile phone tools during the lesson such as calculator or clock.

Students must not use MP3 players or I-pods (or similar devices) in lessons.

In some lessons teachers may feel it is beneficial for students to use the multimedia functions of mobile phones or MP3 players. Such functions are to be used in a respectful and appropriate way.

Mobile phones or other devices must not be used to take a photo of anyone without their permission.

Mobile phones or other devices should not be used to record anyone's voice without their permission.

Mobile phones or other devices must not be used to video anyone without their permission.

Mobile phones are banned from use in public examinations. They must not be taken into the examination room at all. The consequences of a mobile phone ringing or being found on you in an examination are very severe and could include disqualification from that examination.

Mobile phones are expensive items and the college will not take any responsibility for the phone if it happens to be stolen or lost whilst in college. Students bring mobile phones to college at their own risk. During PE lessons phones and other valuable items should be handed in by the student to the valuables box.

Consequences of misuse

Using a phone to make or receive a call or text message during lessons or using a phone to check messages/look at photos or videos during lessons, a phone ringing at all within a lesson even accidentally – phone will be confiscated until the end of the day for a first offence and for longer, at the teacher's discretion, for a repeated offence.

Using a phone in between lessons must not cause you to be late to a lesson.

Using phone to photograph or video during a lesson without the teacher's permission – phone will be confiscated and any suspicion of abuse of personal privacy or bullying will be investigated by the Head of Year or Senior Management Team.

During any investigation of suspected invasion of privacy or bullying the student concerned will be requested to show senior members of staff the contents of text messages or photos/videos contained on their phones. Full cooperation is expected and parents will be involved in the investigation if the student refuses to cooperate.

Bullying which impacts on students at the college will not be tolerated, no matter where the bullying began. Do not assume that once you leave college you can partake in bullying and be beyond punishment.

Students found guilty of bullying or invasion of personal privacy will not be allowed to bring a phone to college at all. There will also be an additional punishment depending on the severity of the incident. This could range from a detention to some type of exclusion.

The possession of a mobile phone during an exam could lead to disqualification from that exam.

The college reserves the right to ban the possession of mobile phones on site if a student persistently misuses their phone.

By allowing you the privilege of using phones in certain circumstances in college you are expected to observe these rules.

Guidelines for use of email and the internet – including chat rooms, 'My Space', 'Bebo' and similar sites

You must not use images, video or sound recordings of other people without their permission.

You must not let anyone else know your password(s) nor should you attempt to access someone else's password protected space.

The content of any emails to other students or teachers and the content of any messages posted on any sites on the internet should not be offensive, abusive or cause another person distress.

Chat rooms, Bebo, Myspace or similar sites are not to be used or even accessed at the college. Students are protected from access to such sites by filters. These filters are designed to prevent

inappropriate contact by members of the public and are commonly used in schools across the country. Students must not try to bypass such filters in any way.

Consequences of misuse

Sending inappropriate messages or posting inappropriate comments about other students or teachers will result in a punishment which, in the most extreme cases, could be an exclusion.

Using Bebo, Myspace, chat rooms or similar sites or bypassing the filters put in place by the college using any method will result in at least an after-college detention. Serious misuse could result in an exclusion.

What to do if you are a victim of cyber-bullying

The college website has an area dedicated to supporting students and parents who are concerned about cyber-bullying. Our code of conduct and policy regarding cyber-bullying both appear on the website as well as links to other websites which you may find helpful for advice and support.

If you feel that you are a victim of cyber-bullying then you must tell a member of staff who will be able to help you. You could approach your Tutor, Head of Year, Assistant Head of Year, the College Counsellor or any other member of staff with whom you feel comfortable. We do not tolerate bullying at Callington Community College and we will investigate any evidence of bullying.

Table of Minimum Responses

| Type of misconduct | Minimum response |
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| Using mobile phone that causes lateness to lesson | Detention (break time or after college depending on the severity) and confiscation of phone for a fixed period |
| Using MP3 player/I-pod in a lesson | Detention Confiscation of MP3 player/I-pod |
| Phone ringing in a lesson (call or message) | At least after-college detention Phone confiscated for a fixed period of time at the college's discretion |
| Using mobile phone to make a call/send a message in a lesson | At least one-day exclusion Phone confiscated for a fixed period of time at the college's discretion |
| Using phone to record sounds or video without permission at any time of the day | At least one-day exclusion Phone confiscated for a fixed period of time at the college's discretion |
| Use of phone to make inappropriate calls/texts that are found to be bullying | At least one-day exclusion Phone confiscated for a fixed period of time at the college's discretion |

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| Taking a mobile phone into an examination | Potential disqualification from the examination Phone confiscated for the duration of the investigation |
| Evidence of cyber-bullying | At least one-day exclusion |
| Accessing another person's password protected space | At least one-day exclusion |
| Sending inappropriate messages using the internet or related functions | At least one-day exclusion |
| Posting images or sound on the internet without permission or of an inappropriate nature | At least one-day exclusion |
| Accessing chat rooms, Bebo, Myspace or similar sites at college or bypassing college internet filters | At least after-college detention |

Confiscated phones will be kept in the Headteacher's office. Confiscations will be logged and repeat offenders will be banned from bringing mobile phones to college at all.

This code of conduct is based upon respect for others and encourages responsible use of digital technology. The potential of new technologies is very exciting and at the college we are keen to ensure that these technologies enhance opportunities and learning but at the same time realise that irresponsible use can result in distress and anxiety. This code has been written to protect all students from such irresponsibility and to ensure that students' experiences of digital technology are positive.

We hope that all students will understand that taking responsibility for their own actions will ensure that we can develop new and exciting ways of learning at the college that prepare all students for a still rapidly changing world in which they will work and live.