

ELECTRONIC DEVICES POLICY (which includes Cell Phones)

This policy takes into account the need for some pupils to have cell phones at school as well as the distractions electronic devices can cause.

Pupils may bring electronic devices to school subject to the following conditions:

1. All devices may only be switched on at break(s) or after school. Cell phones may not be in “vibrate mode”, “silent mode” or any other mode except fully “off” at times other than those mentioned here. The only exception to this is when a specific instruction is given by a member of staff.
2. Cell phones may only be used in class for educational purposes according to the instruction of the teacher. Cell phones must be switched off and packed away before learners leave the classroom.
3. No devices may be visible within the school building, except on the way out to break or before (8am) and after school.
4. Pupils making or receiving calls at break or after school must do so outside the school building.
5. No electronic device may be used for public broadcasting of any kind. (i.e. you cannot listen to music on an electronic device without earphones.)
6. If electronic devices, which include cameras, are used for purposes contrary to the Code of Conduct, the matter will be dealt with in terms of the Code of Conduct.
7. Pupils are solely responsible for the security of any electronic device(s) brought to school and accept that they bring the electronic device(s) to school at their own risk.
8. Accessories such as earphones may not be visible inside the school building and, if seen, will be confiscated for two weeks. The school bears no responsibility for the safekeeping of these items.
9. If earphones are being used in class it will be assumed that an electronic device is also switched on and said device will be confiscated and a defaulters detention issued in accordance with point 10 (ii)

10. Should a pupil contravene the regulations regarding electronic devices then the following consequences apply:
 - (i) If a cell phone is seen in the building but not in the classroom a defaulter's DT is given as punishment.
 - (ii) If a cell phone is on, in use or seen in the classroom, this includes after school during detention, or in Assembly a defaulter's DT is given as punishment and the cell phone will be confiscated for two weeks.
 - (iii) If a cell phone is confiscated for a second time within a year, the parents will be contacted and a request will be made to allow confiscation for up to three months. The learner will also not be allowed to bring the cell phone to school for three months even if the parents do not agree to the confiscation.
 - (iv) If the cell phone is confiscated for a third time, the consequences will be at the discretion of the management team with possible referral to the Governing Body for disciplinary action.
11. If a cell phone is confiscated as a result of 10 (ii), (iii) or (iv) above, it must be handed into the front office for safe keeping. The learner must be given a receipt for that cell phone.
12. Any representations made with regards a cell phone or other electronic device confiscated as a result of 10 (ii), (iii) or (iv) above may only be made to a member of the Senior Leadership Team (SLT).
13. If unacceptable written or visual content is seen on a phone, the phone may be confiscated in addition to any other consequences which could be imposed.
14.
 - 14.1 During examinations/tests a pupil may not be in possession of an electronic device, except an approved calculator, whether the pupil is actually writing the examination/test or not. All electronic devices must be switched off and placed in the owner's bag, which must be placed at the back of the classroom for the examination/test.
 - 14.2 No Grade 12 learner may take an electronic device, other than a calculator, into an exam venue. This is a contravention of the exam rules as set by the Department of Education and could result in the learner receiving 0 for the exam
15. Filming, for example a fight, will be regarded as a Schedule Three offence on the school's Code of Conduct and dealt with accordingly.
16. Being in possession of unacceptable content such as pornography or gratuitous violence, will also be regarded as a Schedule Three offence on the school's Code of Conduct and dealt with accordingly.
17. A member of staff has the right to search the contents of a cell phone in terms of the searching procedures as described in the South African Schools Act.