

TAFELBERG SCHOOL

CELL-PHONE POLICY

Implementation date: 1 January 2020

**Mr L E Benecke
Principal**

1. INTRODUCTION

This policy is drawn up to give effect to the spirit and legal requirements regarding quality education and the ethos of time-on-task as set out in the SASA and various DoBE and WCED regulations and circulars. We believe this policy will aid in the curbing of the misuse, loss and or damage of cellphones on school property, particularly during lesson time. It will also cover all other electronic communication devices. This policy will be implemented for all learners in all Grades, and also be applicable to all teachers. Any request by a teacher to deviate from the policy for a specific time, must be made timeously to the Deputy or Vice Principals. Any suggested changes to this policy must be made in writing to the SGB.

2. DEFINITIONS / ABBREVIATIONS

- a) DoBE : National Department of Basic Education
- b) SASA : SA Schools Act
- c) SGB : School Governing Body
- d) WCED : Western Cape Education Department
- e) Communication device : any cellphone, MP3/4 player, ipod, ipad etc

3. PURPOSE

- To control cellphone use by both learners and teachers, in order that teaching and learning occurs during classroom contact time during school hours
- To lessen the chances of damage and or loss of phone/communication devices
- To control the dissemination of undesirable material among learners on school property

4. STIPULATIONS

A. LEARNERS

- Learners may bring cellphones to school.
- On entering the school grounds, learners are to turn down music etc which may be playing on their cellphone. Should the learner fail to do this after being requested to do so, the cellphone will be confiscated until the end of the day.
- Once the school day commences at 8:00am, all cellphones/communication devices must be switched off.
- Learners must then hand their cellphone in to their register teacher in Register period
- The cellphones will then be locked away until the end of the school day. The teacher will return the cellphone/device to the learner in the Register period at the end of day. Cellphones cannot be returned to learners at break nor any time during the school day, unless authorised by the Deputies.
- Learners who arrive late in the morning must hand their cellphone/communication device to their Register teacher before going to their first class of the day.
- Any learner found in possession of a cellphone/communication device during school hours (even if switched off) will have his/her cellphone confiscated immediately. The cellphone will then only be returned at the end of the school term – no exceptions will be made. The SIM and memory cards will be given to the particular learner once the cellphone/device has been confiscated. The confiscated cellphone/device must be clearly marked (Learner name and date) and then given to the Vice Principal for safe-keeping.

- Learners may not wear earphones / headphones during school hours, even if these devices are not plugged into any device. Earphones / headphones may only be worn during an exam or test session by those learners using Claro.
- No photos nor videos may be taken of Tafelberg learners inside the school grounds or outside the school premises, nor disseminated on Tafelberg learner's cell-phones/devices, as this is in contravention of privacy legislation.
- Any deviation from this policy must first be cleared by either of the Deputy Principals.

B. TEACHERS

- The Register teacher is responsible and accountable for the safekeeping of any phone/communication device handed to him/her for safekeeping. They will be held liable to replace the same phone/communication device given to them to safely store.
- The school / teacher will only be held liable if there is clear evidence of theft accompanied by evidence of breaking and entry.
- Should evidence clearly show theft, with breaking and entry, and no neglect on the part of the teacher, the school insurance option will be activated.
- Teachers are not to have their cellphones on, nor make or take calls, sms, text etc during the following times :
 - While conducting lessons
 - While substituting, looking after a class
 - During a test or exam session ie all invigilation sessions
- Teachers may not deviate from this policy.
- Should a teacher need to use a cellphone / communication device as part of a lesson, permission must be obtained from the either of the Vice Principals.