

WELKOM SECONDARY SCHOOL



SCHOOL GOVERNING BODY

CELL PHONE POLICY

Policy approved 10 June 2018

1. PREAMBLE

Learners are permitted to bring their cell phones to school at their own risk. We encourage educators to implement the use of cell phones **when appropriate** into their lessons, but this policy is implemented to respect the classroom, teaching and learning environment.

2. CORE PRINCIPLE

- 2.1 Prevent learner from using the cell phone/electronic device during teaching and learning in class.
- 2.2 Ensure that the learner's cell phone/electronic device are not visible during school hours. The improper management and control of this can be viewed as a serious misconduct.

3. PREVENTATIVE MEASURES

- 3.1 Parents can contact their children via cell phones before the morning bell rings.
- 3.2 During break or after school the learner or parent/guardian can contact each other.
- 3.3 In the event of an emergency a learner is not permitted to contact the parent/guardian but should contact the educator who shall check the nature of the emergency and thereafter the school shall contact the parent/guardian. The learner must be permitted to go to Reception in case of an emergency.

4. ACCEPTABLE CONDUCT

- 4.1 Turning off cell phone/electronic device when classes commence, in offices, in library, in computer lab, in the examination hall.
- 4.2 Placing the cell phone/electronic device in the school bag.
- 4.3 Not using/refraining from using the cell phone/electronic device during lessons.
- 4.4 Using cell phone/electronic device when instructed by educator for research purposes..

5. UNACCEPTABLE BEHAVIOUR (MISCONDUCT)

- 5.1 Learner using cell phone/electronic device during teaching and learning.
- 5.2 Displaying or not putting the cell phone in bag.
- 5.3 Using cell phone as calculator or checking time.
- 5.4 Using cell phone during examination(s).
- 5.5 Using cell phone/electronic device in the uniform pocket.
- 5.6 Refusal to hand the cell phone/electronic device when found using it.

6. PENALTIES IF LEARNER FOUND VIOLATING THE CELL PHONE POLICY

- 6.1 If a learner is found using the cell phone/electronic device during lessons (teaching and learning) it will be confiscated and kept in the school safe.
- 6.2 A receipt will be issued to serve as proof that the learner's cell phone/electronic device have been confiscated.
- 6.3 The parent/guardian will be contacted with a call or by letter from the school to communicate that the cell phone/electronic device has been confiscated.
- 6.4 If a learner refuses to hand over the cell phone/electronic device he/she will be summoned to the Principal's Office and the parent/guardian will be contacted.

7. DETERMINATION OF OFFENCES

Record of these offences will be captured on the Edusol SAMS system, as well as the register in the front office. When the cell phone/electronic device have been confiscated it must be collected by the parent/guardian after the expiry of the determined offence period (the parent/guardian shall be required to come with an identity document in order for the item to be released).

- 7.1 First offence: The device shall be kept in the main Reception office (safely locked away in the school safe) for 10 working days and a penalty of R50 is payable.
- 7.2 Second offence: The device shall be kept in the main Reception office (safely locked away in the school safe) for 15 working days and a penalty of R50 is payable.
- 7.3 Third offence: The device shall be kept in the main Reception office (safely locked away in the school safe) for 60 working days and a penalty of R100 is payable.

8. LOSS OR DAMAGE TO CELL PHONE/ELECTRONIC DEVICE

- 8.1 The school and its staff shall not accept responsibility for the loss or damage to any cell phone/electronic device.
- 8.2 If a cell phone is stolen, it is advisable that the parent/learner opens a theft case at the SAPS.

The School Governing Body may from time to time amend, modify, supplement and/or alter the contents of this document.

Signed at WELKOM on this day of 2018.

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F AUGUS
CHAIRPERSON: SGB

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G.J DE JAGER
PRINCIPAL

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J.E WILLEMSE
SECRETARY