

MERENSKY HIGH SCHOOL

**POLICY ON ELECTRONIC DEVICES FOR
LEARNERS
2022**



APPROVED: 

SCHOOL GOVERNING BODY: DISCIPLINE

DATE: 5 April 2022

The Afrikaans version of this policy will be taken as correct in the case of differences between the two versions.

POLICY ON ELECTRONIC DEVICES FOR LEARNERS

1. GENERAL

This policy was developed by the governing body and school management team in accordance with the following legislation and related school policies:

- Code of conduct for learners
- Regulations for Safety Measures in Public Schools, GN 1040, GG22754 of October 2001
- National Policy on the Handling, Administration and Management of the National Senior Certificate, General Notice 30048 of 6 July 2006.

The school acknowledges that cell phones and other electronic communication devices are useful instruments during emergencies and that these devices can be used as effective teaching aids by educators and learners during e-learning. However, the use of cell phones and other electronic communication devices by learners during school hours causes disciplinary problems. Therefore, the implementation of strict rules regarding the use of cell phones and other electronic communication devices are necessary. The use of a cell phone or other electronic communication device at school is a **privilege**, and not a right.

2. THE FOLLOWING RULES MUST BE OBSERVED BY ALL LEARNERS

- 2.1 Cell phones and other electronic communication devices must be switched off during normal class time. This includes invigilation periods. No cell phone and/or electronic communication device may be left on "silent" or "vibrate".
- 2.2 Learners may only use their cell phones and/or electronic communication devices before school, during breaks and after school, and then only outside the classroom.
- 2.3 Learners may only switch on their cell phones and/or electronic communication device in the classroom **with permission** from the educator.
- 2.4 No SMSs, videos, WhatsApp messages, emails or similar communication may be sent or read by learners during formal teaching time or between periods.
- 2.5 No learners may use another learner's cell phone and/or electronic communication device without that learner's permission.

2.6 No learner will be allowed to have a cell phone and/or electronic communication device in his/her possession in an examination venue.

2.7 No cell phone and/or electronic communication device may be visible during formal class time or between periods.

3. **SAFETY AND SECURITY:**

3.1 A learner who brings a cell phone and/or electronic communication device onto the school grounds, does so at own risk.

3.2 The school takes **NO RESPONSIBILITY** for any loss as a result of theft or damage of a learner's cell phone and/or electronic communication devices. No staff member may be held responsible for the loss of or damage to a learner's device.

3.3 The onus is on the victim of **theft** and/or damage to submit a complaint to the SAPS in this regard.

3.4 **No photos** of any person or part of a person may be taken or distributed.

3.5 **No recording of any classroom activity** may be made without permission from the educator.

3.6 **The recording and distribution of any photo, video, of voice clip of any situation, whether dramatized or otherwise, is forbidden**, unless it is for educational purposes and **with permission** from the educator.

4. DISCIPLINARY ACTION

The cell phone will be confiscated by the teacher immediately. The following steps will be taken in the presence of the learner:

- The staff member checks that the SIM card remains in the cell phone.
- The cell phone is placed in an envelope. The learner's name, the type of cell phone and the date is written on the envelope.
- The learner and the teacher sign the envelope.
- The envelope is handed in at the office for safe keeping.
- The secretary records the date, name and class of the learner who committed the offense on a special class list and both sign that the cell phone was confiscated and handed in for safe keeping. The secretary/staff member checks for previous offenses in terms of the cell phone policy in order to determine the relevant course of action. The cell phone may be collected after the confiscation period has lapsed.
- **The learner signs the register when the cell phone is collected.**
- The school accepts no responsibility for any loss of cell phones. The owner of the cell phone will be responsible for the safety of the phone.
- **No claim with regards to any loss of a cell phone will be handled by the school management.**
- **In case of a natural disaster, e.g. a fire, or in case of theft, the school will accept no responsibility for confiscated cell phones in the school's possession.**

4.1 FIRST OFFENSE

The cell phone / electronic communication device will be kept in a safe place for 5 (five) school days, after which the learner may collect the item during school hours at an admin fee of R100.00 (one hundred rands).

4.2 SECOND OFFENSE

The cell phone / electronic communication device will be kept in a safe place for 10 (ten) school days, after which the learner may collect the item during school hours at an admin fee of R200.00 (two hundred rands).

4.3 THIRD AND FURTHER OFFENSES

The cell phone / electronic communication device will be kept in a safe place for 20 (twenty) school days, after which the learner may collect the item during school hours at an admin fee of R300.00 (three hundred rands).

4.4 RECORD OF OFFENSES

The school will keep a register of offenses in terms of the policy and such register will remain valid until the end of the academic year in which the offense was committed. No record of offense(s) will be carried over to the next academic year.

4.5 REFUSAL TO HAND IN THE CELL PHONE

Should the learner refuse to give his/her full cooperation by handing in the cell phone, he/she will be subjected to a disciplinary hearing. The educator will report such refusal directly to the disciplinary coordinator. He will take the matter up with the learner's parents. In such cases, an admin fee of R250 will be payable.

4.6 RULES FOR THE COLLECTION OF CONFISCATED ITEMS:

Cell phones may be collected by the learner. The learner will sign the register as proof of receipt of the item in good condition.

4.7 REFUSAL TO PAY ADMIN COSTS

Should the parent/guardian refuse to pay the relevant fine, the school will keep the confiscated item in a safe place for a period of 6 (six) months, after which the parent/guardian may collect the cell phone at the school during school hours and sign the register as proof of receipt of the item in good condition.

4.8 Stolen cell phones and pornographic material

Should a stolen cell phone be found in any learner's possession, immediate disciplinary steps will be taken against such learner, which may include expulsion or exclusion.

Should any learner make him-/herself guilty of the distribution of offensive and/of pornographic material by means of a cell phone and/or electronic communication device, the cell phone will immediately be confiscated and handed over to the SAPS. Such learner will immediately face disciplinary action, which may include expulsion or exclusion.

The staff and governing body of Merensky High School request all parents to support the implementation of this policy, since the policy was developed in the interest of our learners, their education, personal safety and the safety of their possessions.

SIGNED AT TZANEEN ON THE 5 DAY OF APRIL 2022



Mr P Gubitz
CHAIRPERSON: GOVERNING BODY



Mr F Engelbrecht
SGB Discipline