

EDUEXCELLENCE

Electronic Device Policy





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PRIVATEPERSONALEDCATION

Electronic Device Policy

EduExcellence PRS Group believes there is some value in senior students using technology in the classroom for academic purposes. With the allowance of electronic devices such as: cellphones, iPods, iPads, tablets, notepads, and laptops, there are certain considerations and restrictions.

Any use of technology that degrades the learning environment, promotes dishonesty or is used for illegal activities will be prohibited.

- EduExcellence is not responsible for the safekeeping of children's cell phones or personal technology devices (including laptops, cameras, iPod, tablets and any other personal electronic devices.)
- All personal technology devices should be handed in at the Front Office before class begins, and only signed out either with the class teachers' permission or at the end of the school day.
- Phone calls to parents must be made through the office.
- No games may be played on the laptops or personal technology devices and parents are responsible for ensuring the correct safeguards and parental controls are in place.
- Permission must be sought from the educator to listen to music whilst working. Only appropriate music that does not distract or disturb others may be played. Should the educator observe that the music is providing a distraction to either the child or others around them in any way, the child will be asked to put the device away.
- Cameras on electronic devices will not be used unless approved by the instructor as part of a project.
- Consequences for not adhering to the Policy will include confiscation of the cell phone or personal technology device and possible banning.

Note: Children found to be in possession of a cell phone or personal technology device during tests or exams faces disciplinary procedures.



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Additional Guidelines:

General rules regarding cell phones

- Cell phones with cameras and/or audio recording capabilities are not allowed past the Front Office.
- No IPODS, MP3-players or similar electronic devices may be brought to school;
- Cell phones will not be lent or borrowed;

Parent responsibilities

- Parents are strongly urged not to allow their children to bring cell phones to school.
- Children should only be allowed to bring a cell phone to school, if this is an essential communication tool, to be used after school hours as a means of communication between the children and their parents / guardian. If a parent insists that a learner should carry a cell phone on the school premises, the cell phone will be accompanied by a letter from the parent to indemnify the school against loss of or damage to the phone.
- The parent will adhere to this policy; EduExcellence Electronic Device Policy, which includes the school's regulations/policy on the use of cell phones on the school premises.

Learner responsibilities

- Cell phones will be switched off during the school day.
- Cell phones will not be used to:
 - Disrupt a lesson by sending SMSs, playing games or any other disruptive actions;
 - Receive or distribute pornographic material;
 - Send or distribute insulting, hateful or degrading messages to other learners or people;
 - Communicate with fellow learners during the course of lessons by means of SMSs or any other means;
 - Communicate with family members during the course of lessons without the consent of the educator;
 - Store academic material for use during tests or examinations.



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Additional Guidelines:

Confiscation

- The confiscation period of a cell phone is one week or the equivalent of one week;
- The educator, who confiscated a cell phone, will hand it over to the Front Office and Campus Principal. The secretary will enter the details of the confiscated phone in a register and a receipt will be issued to the owner. The parents of the owner will be notified.
- Confiscated phones will be locked away in the schools safe.
- Any cell phone that rings / beeps, is used for any purpose whatsoever, is handled / played with or displayed during school hours, will be confiscated for the duration of a week (or the equivalent length of time). The SIM card will also be retained for the duration of the confiscation period.

Liability

- The school will not be held responsible for theft, damage to or misuse of cell phones on the school premises.