

Policy	STUDENT CELLPHONE AND ELECTRONIC MEDIA POLICY			
Policy Ref No	EDUPOL 029			
Policy Section	OWNERS AND HEADMASTER			
Date	Prepared by	Version	Approval Date	Review Date
01 January 2016	Jacqueline Aitchison	2013.1	01 January 2013	21 June 2016
21 June 2016	Gershon Aitchison	2016.1	21 June 2016	21 June 2017
26 June 2017	G Aitchison			June 2018
21 Nov 2018	O Timbe	2018.1		November 2019
25 February 2020	G Aitchison	2020.1	25 February 2020	25 February 2021

Electronic Media Policy

This policy refers to any electronic data storage, receiver, transmitter or similar device, including but not limited to Cell Phones, PDA's, Laptop Computers, i-Pods, MP3 players, Kindles, flash drives, smart watches, etc. hereafter designated as 'electronic devices'.

This policy expands but does not replace the **Education Incorporated** Code of Conduct.

Education Incorporated recognizes that electronic devices are an integral part of social and educational technology, and students will be provided access to computers, internet etc. for the purposes of their studies. **No** electronic media of any kind may be brought to school unless the parent or guardian has previously arranged this with **Education Incorporated**, and for a specific purpose.

In the event that a student is given permission to bring an Electronic Device to school:

1. Students with a valid reason for bringing a device to school are required to ~~have a permission slip, signed by~~ submit an electronic application for an electronic device to the Headmaster giving them permission to bring their device to school. The attached **electronic Permission to bring Electronic Device Form** should be completed by the parents and submitted to the Headmaster.
2. **Education Incorporated** cannot be held responsible for the loss or damage to electronic devices under any circumstances.
3. It is the student's responsibility to ensure that his/her electronic device is secure at all times.
4. Students will not be allowed to be in possession of any electronic device during Assessments or Examinations, unless expressly authorised. While the school may attempt

to safeguard property during such times, **Education Incorporated** will not be responsible for loss or damage to the same.

5. Students authorised to bring their electronic devices to school are required to hand the devices in **immediately** upon entering the school premises. They may only **sign out their device** when they **are leaving the premises**. The students shall not sign out their devices at the end of the school day if they will still be at school even if they are staying to study and do not have any lessons to attend.

Usage

4. Students may not respond to calls, SMS's or communication of any kind during teaching and/or organized activities.
5. Students may not make calls, send SMS's or access an electronic device in any way during teaching periods or organized activities, unless specifically authorised to do so by the educator in charge.
6. Students who are part of or create class or house WhatsApp groups are required to have at least one teacher on the group and one member or management on the group (**Executive Head, Headmaster, Director, Ops Manager, Administration Manager, Teacher Administration Manager or Head of Academics.**)
7. Students may not electronically record teachers or other students on their electronic devices. The exception is if it is school related and part of a school task as instructed by a teacher.

Transgressions of any of these rules may result in the electronic device being deactivated or set to emergency mode only, by the Headmaster, or his or her nominated representative.

Content

6. Crude or unacceptable sounds, text or graphics will not be tolerated.
7. Crude or socially unacceptable content may not be stored on the electronic device.
8. Taking photographs, recordings or videos of an unseemly nature, or sending such content, is prohibited. "Unacceptable" or "unseemly" content will include any pornographic, erotic, bad language, sexually explicit drawings or cartoons, inflammatory, racist or sexist related content and any other content considered socially unacceptable. A student/pupil suspected of using an electronic device contrary to these conditions will be subject to disciplinary procedures for misconduct, under the Code of Conduct.
9. Students will be held wholly responsible for all content stored on their electronic devices at all times. No excuses will be accepted for unacceptable programming or content.
10. A student/pupil in possession of an electronic device belonging to another person without express permission will be deemed to be in possession of stolen equipment.

Date of adoption

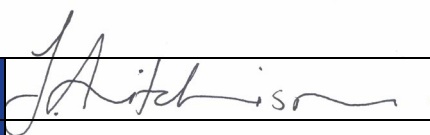
Adopted at Fourways on this the 1st day of June 2016

Updated at Fourways on this the 21st day of November 2018

Date of review

Annually from date of [review](#) being the 21st day of November 2019

Signed at Fourways on this the 3rd day of June 2016

Director		Director	
Name	Gershom Aitchison	Name	Jacqueline Aitchison

[Attachments:](#) ~~Request For Permission to Bring a Cell Phone to School Form~~

REQUEST FOR PERMISSION TO BRING A CELL PHONE TO SCHOOL FORM

I would like to request permission to allow my child
..... to bring a cellphone to school for the purpose of :
.....
.....
.....

I understand that :-

1. ~~Education Incorporated~~ cannot be held responsible for the loss or damage to electronic devices under any circumstances.
2. ~~Students will not be allowed to be in possession of any electronic device during Assessments or Examinations, unless expressly authorised. While the school may attempt to safeguard property during such times, Education Incorporated will not be responsible for loss or damage to the same.~~
3. ~~Students authorised to bring their electronic devices to school are required to hand the devices in immediately upon entering the school premises. They may only sign out their device when they are leaving the premises. The students shall not sign out their devices at the end of the school day if they will still be at school, even if they are staying to study and do not have any lessons to attend.~~
4. ~~Crude or unacceptable sounds, text or graphics will not be tolerated.~~
5. ~~Crude or socially unacceptable content may not be stored on the electronic device.~~
6. ~~Taking photographs, recordings or videos of an unseemly nature, or sending such content, is prohibited. "Unacceptable" or "unseemly" content will include any pornographic, erotic, bad language, sexually explicit drawings or cartoons, inflammatory, racist or sexist related content and any other content considered socially unacceptable. A student/pupil suspected of using an electronic device contrary to these conditions will be subject to disciplinary procedures for misconduct, under the Code of Conduct.~~
7. ~~Students will be held wholly responsible for all content stored on their electronic devices at all times. No excuses will be accepted for unacceptable programming or content.~~
8. ~~A student/pupil in possession of an electronic device belonging to another person without express permission will be deemed to be in possession of stolen equipment.~~

~~Transgressions of any of these rules may result in the electronic device being **confiscated** and held by the by the Headmaster, or his or her nominated representative for a week.~~

Signed Dated

Parents

..... Dated

Student

..... Dated

Headmaster