

	<b>ACCEPTABLE USE OF ELECTRONIC COMMUNICATION DEVICES</b>
	<b>POLICY</b>
	VERSION 1.4

## 1. INTRODUCTION

St Andrew's has no objection to learners being in possession of portable communication devices including without limitation, cellphones, MP3 players, IPODs and portable digital assistants. The school does, however, object to the *public* or *personal* use of these devices which may interfere with learning.

This policy shall apply to learners in the normal course of their school activities, as well as school tours, outings, exchanges etc.

### PURPOSE

The purpose of this policy is to govern the use of portable communication devices at St Andrew's and to ensure that necessary disciplinary action relating to their mis-use is fairly administered.

## 2. POLICY STATEMENTS

### Security

- 2.1 Learners who bring any portable communication devices to school or to any school activity are solely responsible for the security of the devices.
- 2.2 Neither St Andrew's nor members of St Andrew's staff shall be responsible for the security of portable communication devices brought onto the St Andrew's campus or to any school activity.
- 2.3 If communication devices are given to members of St Andrew's staff to retain on behalf of learners, neither St Andrew's nor the staff member concerned accept any liability for the possible loss or damage of the communication device, the risk of which at all times rests with the learner.

### **Prohibitions on Use**

- 2.4 Learners shall switch off, (and in the case of cellphones, not merely set to silent), any communication device, save for calculators where appropriate, during any learning or other school activities.
- 2.5 These school activities include, without limitation, assemblies, academic classes, discussions, sporting activities and matches, chapel services, practices, hymn practices, club, society and school outings.
- 2.6 During any school activity contemplated in 2.5 learners are expected to ensure that the device is securely stored and is not visible to third parties.
- 2.7 While the use of communication devices outside of school activities, during breaks or after school is permitted, the use must be discreet and in a manner that will not interfere with any other school activity in which the learner may not be participating.
- 2.8 During any tests or examinations no portable computing devices save for calculators where appropriate, shall be permitted on the person of a learner taking the test or examination.
- 2.9 Videoing from cell phones, unless supervised by the educator in the classroom or within a lesson, is prohibited during school hours. This includes the taking of videos during school break times, during meetings within the school, in the common rooms or anywhere on the school property during school hours.

### **Staff Discretion**

- 2.10 A member of staff directly controlling a sporting or co-curricular activity may for good cause, grant consent to a communication device of a specific learner to be switched on during a school activity.
- 2.11 Consent shall be express and, where oral, shall be deemed to be granted only for the duration of the period of the particular school activity.
- 2.12 Consent for the communication device to remain switched on for a longer duration than the period of a single school activity shall be granted by the Housemistress of the Senior School learner and shall be in writing. In the Junior School, the Head of Department will grant this access.
- 2.13 The consent contemplated in 2.11 and 2.12 shall be granted at the sole discretion of the staff member or Housemistress, as the case may be whose decision shall be final.

## **Disciplinary Action**

- 2.14 If a communication device is found to be switched on during a school activity, without prior express consent, a staff member shall be entitled to confiscate the communication device for the remainder of the week or if towards the end of the week, for the following week. In the case of repeated misconduct or severe misconduct or pending disciplinary action against the learner the device will be retained until the disciplinary is concluded.
- 2.15 If a communication device, save for a calculator where appropriate, is found on the person of a learner while the learner is completing a test or examination, a presumption of cheating will arise and a staff member shall be entitled to confiscate the communication device pending disciplinary action against the learner having been concluded.

## **3. ENFORCEMENT OF POLICY**

- 3.1 This policy shall have the force of a contractual agreement between St Andrew's, and the learner, duly assisted by her parent.
- 3.2 This policy shall be subject to the enforcement and disciplinary provisions more fully detailed in paragraph 4 of the St Andrew's Acceptable Conduct Policy

## **4. GLOSSARY OF TERMS**

Unless inconsistent with the context, the expressions set out in this policy will have the meanings assigned to them in the glossary of terms applicable to all policies, procedures, standards and guidelines adopted and published by St Andrew's. The Glossary of terms shall be available on the St Andrew's website, [www.standrews.co.za](http://www.standrews.co.za) , or from the personal assistant to the Head, in either physical or electronic form.