



Southern Cross Schools Electronic Devices Policy

This policy takes into account the need for some learners to have cell phones at school, the educational benefit of cell phones and other electronic devices, as well as the distractions electronic devices can cause.

1. Learners may bring electronic devices to school subject to the following conditions:
 - 1.1. All devices must be switched off and stored in a bag during scheduled school activities. The only exception to this is when a specific instruction is given by a member of staff to turn the device on and use it.
 - 1.2. Devices may only be used in class for educational purposes according to the instruction of the teacher. Devices must be switched off and packed away before learners leave the classroom.
 - 1.3. No devices may be visible during scheduled school activities. This includes break time and moving between classes.
 - 1.4. No electronic device may be used for public broadcasting of any kind, unless under specific instruction given by a member of staff.
 - 1.5. Learners are solely responsible for the security of any electronic device(s) brought to school and accept that they bring the electronic device(s) to school at their own risk. **The school is not responsible for any theft, loss or damage of or to such a device.**
2. Should a learner contravene the regulations regarding electronic devices then the following consequences apply:
 - 2.1. If a device is on, in use or seen during scheduled school activities without permission from a teacher, a detention is given as punishment and the device, will have to be handed in at the office first thing in the morning and only collected at the end of the school day for two weeks.
 - 2.2. If a device is confiscated for a second time within a year, a Friday detention will be given as punishment and the device, inclusive of sim card, will be confiscated for a period of two weeks.
 - 2.3. If a device is confiscated for a third time within a year, a Saturday detention will be given as punishment and the device, inclusive of sim card, will be confiscated for a period of three months, inclusive of holidays.
 - 2.4. If the device is confiscated for a fourth time, the consequences will be at the discretion of the management committee with possibility of a formal disciplinary hearing.
3. Any confiscated device will be kept in the Headmaster's office in a safe. The learner must be given a receipt for that device.
4. If unacceptable written or visual content is seen on a device, the device will be confiscated and the matter will be handled in accordance with the disciplinary policy.

5. The following rules must be adhered to during tests, exams and assessments of any sort:

5.1. During examinations/tests a learner may not be in possession of an electronic device, except an approved calculator, whether the learner is actually writing the examination/test or not. All electronic devices must be switched off and placed in the owner's bag, which must be placed at the back of the classroom for the duration of the examination/test.

5.2. A member of staff has the right to search the contents of an electronic device in accordance with the searching procedures as described in the South African Schools Act.

Liability Clause:

The school will not be held responsible for lost, stolen or damaged electronic devices. The school will also not be responsible for misuse of a device by any individual, or for other people's actions, or the quality and content of the messaging.

I _____ the learner and _____ the parent or legal guardian of _____ hereby confirm that we have read and understand the above policy.

Parent signature: _____

Learner signature: _____

Date: _____ signed at: _____

Formulated and implemented on: 14 March 2013

Amended on: 2 June 2016