



## CELL PHONE POLICY : HIGH SCHOOL STUDENTS

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Classes 8 – 12

The High School recognises that cell phones play an important and useful role in our daily lives, and, particularly for those relying on public transport, contribute to a feeling of safety and security. Cell phones can be used as a meaningful educational tool within the classroom setting with appropriate guidance and supervision. However, Michael Oak aims to be a cell phone free environment outside of the classroom for the following reasons:

- We believe that human connection and interaction is valuable and would like to promote this amongst our students during break times and school hours.
  - We believe that students need to be aware of their surroundings at all times and that the use of recorded music is only appropriate in certain circumstances and for certain students.
  - The High School recognises the importance of its students setting an example for the younger children in the school and respecting the needs of the Primary School.
1. During the school day (this includes break times and during extra-mural activities):
    - From 7:45am to the end of school cell phones must be switched off and in a locker, backpack or school bag, and NOT carried in clothing pockets.
    - Cell phones may not be used for any purpose without the permission of a teacher.
    - Teachers reserve the right to give and take away permission for students to use cellphones and other devices.
    - If students are granted permission to use their cell phones for specific research purposes in class, such as finding a flag or specific piece of information necessary for their work to continue, this may only take place with the permission and supervision of the teacher. The cell phones must be switched off again immediately after the research has taken place or the information extracted. This cellphone research should only happen if some unexpected need for information occurs, not for researching entire topics. Teachers and parents should assist students with finding relevant information the day before and printing that out for the student.
    - Teachers will give sufficient notice if a device is required for a particular lesson. If a device is not available, the teacher and student will negotiate alternative methods of research.
    - If a cell phone or another device such as a tablet or laptop is heard or seen by a teacher or member of staff during school hours (between 7:45 and day end), disciplinary actions (as outlined below) will be taken.
    - WhatsApp or other messages that need to be received and responded to during school hours should be read and responded to in a classroom with the permission of a staff

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member.

- No video games/mobile games may be played on the school grounds at any time.
- Cell phones must always be switched off and out of sight while on the school grounds.
- Absolutely no videos, however short, may be watched on private devices on the school grounds, at any time.
- No music may be played from a cellphone or other device on the school property with or without a bluetooth speaker unless express permission has been given.
- Absolutely no recording of voice, image or video is allowed on the school property at any time other than in specific instances where the teacher has given permission.

## 2. Before and after school hours:

- Demarcated cellphone zones are for High School Students only and are only effective before 8:00 and after the end of the school day. They are not to be used during school hours unless a staff member has given permission.
- Headphones/earphones may be worn on the school premises only before 7:45 and from 15 minutes after the end of the school day, in demarcated cellphone zones (students waiting for a lift) or if a teacher gives special permission to specific students after a request has been made. No headphones may be worn while walking around the school, nor at break times or school events. Headphones/earphones can only be worn in classrooms with permission of the teacher present, or by students who are waiting in demarcated zones to be picked up after school or who arrive before 7:45.
- Cell phones must always be switched off and out of sight while on the school grounds before, during and after school hours.
- Cell phones may be switched on and used for communication purposes (for lifts, etc.) before or after school hours in the high school demarcated areas only.
- Absolutely no videos, however short, may be watched on private devices while on the school grounds, at any time.
- No video games/mobile games may be played on the school grounds at any time.
- Music may only be listened to at school before 7:45am and after 3:30pm on all days, or if special permission has been granted by the teacher who deems it appropriate for the specific student at the specific time.
- The use of cell phones or any other personal electronic device is prohibited during all school events.
- Absolutely no recording of voice, image or video is allowed on the school grounds at any time other than in specific instances where the teacher has given permission.
- No music may be played from a cellphone or other device on the school property with or without a bluetooth speaker unless express permission has been given.

It is prohibited to use the school's Wi-Fi, even if permission for the use of a cell phone is granted by the teacher. A teacher may allow the use of the 'guest' wifi for a research assignment.

The use of a cell phone to photograph or record a teacher/student without their permission will result

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in the immediate suspension of the student responsible for the recording.

## Matric

The school recognises that cell phones are a useful tool for the matric students in their working day, and therefore grants the matric students more leniency with regards to cell phone use.

- During teacher contact time cell phones may only be used with the teacher's permission.
- Cell phones must be put away on the request of the teacher. The teacher has the right to request this if the teacher feels the cell phone is acting as a distraction or is being used for recreational purposes.
- Cell phones must be switched off and out of sight while on the primary school grounds.

### 1. During break times and before and after school hours:

- Cell phones may only be used in the matric classroom or the garden area outside the matric classroom.
- Cell phones may be used for research purposes in the Library and computer room only if there are no primary school students present.
- No music/recreational videos/games may be played on the school grounds at any time.

The school's Wi-Fi may be used only with the permission of the teacher, and then for work purposes only. Failure to adhere to this will result in disciplinary action.

The use of a cell phone to photograph or record a teacher/student without their permission will result in the immediate suspension of the student responsible for the recording.

## Disciplinary Consequences: (Class 8-13)

Misconduct	First offence	Second offence	Third offence
Use of personal communication device during school hours, on the school premises without the permission and supervision of an educator	Device will be confiscated until the end of the school week*. Parents will be informed and student will receive a first warning	Device will be confiscated for two school weeks (including weekend). Parents will be informed and student will receive a final warning	A formal disciplinary will be held as per section FIVE of the school's Code of Conduct

\*If confiscated on a Friday the phone will be returned at the end of the following week