

KING EDWARD VII PREPARATORY SCHOOL CELL PHONE POLICY 2015



KING EDWARD VII PREPARATORY SCHOOL

CELL PHONE POLICY

Policy

This policy outlines the appropriate use of cell phones at School, importantly limiting the boys' rights to bring and use cell phones at School and specifically banning smart phones at School.

Rationale

The School recognises that many learners own cell phones. We also recognise that some parents request that their sons be allowed a cell phone at School for reasons of safety and security before and after School.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. In addition, in recent times there have been a number of incidents of smart cell phones being used for downloading inappropriate material or being used as an instrument in bullying.

The School strongly discourages the bringing of cell phones to School by learners. The School is prepared to allow certain cell phones on the premises but only within the parameters set out below.

Purpose

The purpose of this policy is to ensure that:

- cell phone use does not disrupt the teaching and learning environment for any learner or teacher;
- potential risks to learner safety and well-being posed by inappropriate use of smart phones can be avoided;
- Learners, staff and parents have a clear understanding of School guidelines and personal responsibilities related to the appropriate use of cell phones.

Responsibility

- Boys may not bring smart phones to School. The only cell phones that are allowed are the simple call and SMS type handset.
- Permission for learners to have a cell phone at School is contingent on parents and learners signing the Appropriate Use of Cell Phones Agreement.
- It is the responsibility of all staff, learners and parents to comply with the appropriate use of cell phones guidelines as outlined in this document.
- The School accepts no responsibility for lost, stolen or damaged phones. The School also accepts no responsibility for learners who lose or have their phones stolen whilst travelling to and from School.

Guidelines for:

Staff

- During teaching time, while on playground duty and during meetings, cell phones will be switched off or put on 'silent' or 'discreet' mode.
- Except in urgent or exceptional situations, cell phone use is not permitted during teaching time, while on playground duty and during meetings.

Learners

- Learners remain responsible for all of their personal effects whilst at School.
- There is no need for a learner to have in their possession or use a cell phone during the School day.
- In the case of an emergency, the School office remains a vital and appropriate point of contact and can ensure that your son is reached quickly and assisted in any appropriate way.
- If learners do bring their cell phone to School, it should be clearly marked with their name.
- The practice of handing the phone in for safe keeping in the morning should be carried out by all boys bringing cell phones to School.
- Learners are not permitted under any circumstances to bring cell phones on School excursions and overnight camps. School staff will not be held responsible for the security of phones

should this guideline be breached. In instances where learners need to contact their parents this will be organised by supervising staff.

Parents and Community Members

- At all official School functions, during meetings or when assisting in classrooms, cell phones should be switched off or put on 'silent'.

Sanctions

In line with our Discipline Policy, for learners who fail to follow these guidelines, the following sanctions may be applied:

- Confiscation of the cell phone (handed back to learner or parent after 14 days).
- Communication with parents regarding cell phone use at School.
- A learner being banned from bringing a cell phone onto the School grounds for a period of time.

Unacceptable Use of Cell Phones

Using cell phones in an inappropriate manner will not be tolerated. Inappropriate uses of cell phones include but are not limited to:

- Using a cell phone at a time that will disrupt the learning environment or interfere with the operation of the School;
- Making calls or sending messages with the intent to bully, harass or threaten another person;
- Using cell phones to take photographs of other people without their consent;
- Using obscene, derogatory or socially unacceptable language while using a cell phone;
- Using cell phones to receive download and display inappropriate photographs or other material.

It should be noted that it is a criminal offence to use a cell phone to menace, harass or offend another person. The School may involve the police in such cases.

Related Technology

- Related technology such as portable computer games, iPods and other similar devices are not to be brought to School under any circumstances. The School accepts no responsibility for the security of these items and the procedures applying to the inappropriate use of cell phones will apply equally to these devices.

Exemptions

- Exemptions from this policy can only be approved by the Principal and then only in exceptional circumstances.

Implementation of this Policy

- Teachers will discuss this policy with learners to ensure that they have a clear understanding of the guidelines and procedures.
- The community will be made aware of this policy through the weekly newsletter, the policy will be posted on the School's website and it will be available on the D6 Communicator.
- The policy will be made clear to all learners and their parents seeking enrolment at King Edward VII Preparatory School.


Ratification and Review

- This policy was developed and ratified by the King Edward VII Preparatory School staff and SGB in Term 3 – 2015
- It will be reviewed when deemed necessary by the School Principal, School Governing Body and Senior Management Team.

SIGNATURE AND APPROVAL:


Principal T.D. Sheard.
26 Nov 2015

Date


SGE Chairperson A.D. Gunn
26/11/2015

Date

King Edward VII Preparatory School

Appropriate Use of Cell Phones Agreement

Learner Name: _____

Class: _____

Learner Cell Phone Number: _____

King Edward VII Preparatory School accepts that some parents give their sons cell phones to protect them from everyday risks involving personal security and safety. However, the School has clear guidelines and procedures for the appropriate use of cell phones as outlined in the King Edward VII Preparatory School Cell Phone Policy. In order for any learner to bring a cell phone onto School grounds they must have read and clearly understood the policy as well as co-signing the following agreement with their parent.

LEARNER AGREEMENT

I have read the King Edward VII Preparatory School Cell Phone Policy and agree to the following:

- Smart phones are not allowed at School. The only cell phones allowed are simple phone that allow calls and text messages.
- When bringing my cell phone to School, I will switch it off as soon as I enter the School grounds.
- I will hand my phone in for safekeeping in a safe (within my class teacher's room) during the School day.
- I understand and will abide by all the guidelines for acceptable use of cell phones at King Edward VII Preparatory School.
- I understand the behaviours that constitute unacceptable use of cell phones and will not engage in these behaviours at any time. I acknowledge that if I break the terms of this agreement, my phone will be confiscated, my parents will be contacted and I may be banned from bringing my phone onto School grounds.

Learner Signature: _____

Date: _____

PARENTAL AGREEMENT

- I give permission for my child to carry a cell phone to School.
- I have read the King Edward VII Preparatory School Cell Phone Policy about appropriate use of cell phones and discussed the guidelines and procedures with my son.
- I agree to support the School policy with regards to cell phone usage and agree to support the School's decisions and actions regarding cell phones.

Parent Name (print): _____

Parent Signature: _____

Date: _____