



## Point High School

### CELL PHONE POLICY

<b>COMPILED BY:</b>	Mrs. M. Harteveld and Mr. M. Schoeman	
<b>DATE OF APPROVAL BY GOVERNING BODY:</b>	18-07-2023	
<b>DATE OF FIRST REVISION:</b>		
<b>DATE OF SECOND REVISION:</b>		
<b>DATE OF THIRD REVISION:</b>		
<b>DATE OF FOURTH REVISION:</b>		
<b>APPROVAL</b>		
<b>ROLE</b>	<b>NAME</b>	<b>SIGNATURE</b>
<b>GOVERNING BODY CHAIR</b>	R. BEZUIDENHOUT (MS.)	
<b>PRINCIPAL</b>	MR. A. GOUWS	
<b>SUBMITTED TO DEPARTMENT FOR APPROVAL</b>	MR. A. GOUWS	

**THIS DOCUMENT IS BASED ON A FEDSAS DOCUMENT**



## *Point High School*

### CELL PHONE POLICY

<b>CHAIR:</b>	Ms. R. Bezuidenhout	<i>Bezuidenhout</i>
<b>VICE-CHAIR:</b>	Ms. C. Beukes	<i>Beukes</i>
<b>SECRETARY:</b>	Ms. S. Nezar	<i>Nezar</i>
<b>TREASURER:</b>	Ms. L. Janse van Rensburg	<i>Janse van Rensburg</i>
<b>PRINCIPAL:</b>	Mr. A. Gouws	<i>Gouws</i>
<b>SGB MEMBER: STAFF:</b>	Mr. R. Botha	<i>R Botha</i>
<b>SGB MEMBER: PARENT:</b>	Mr. J. Cilliers	<i>J Cilliers</i>
<b>SGB MEMBER: PARENT:</b>	Me. L. Conradie	<i>Conradie</i>
<b>SGB MEMBER: PARENT:</b>	Mr. M. Schoeman	<i>M</i>
<b>SGB MEMBER: PARENT:</b>		
<b>SGB MEMBER: LEARNER:</b>	F.J. Bezuidenhout	<i>FJ Bezuidenhout</i>
<b>SGB MEMBER: LEARNER:</b>	Miss S. Muller	<i>Smuller</i>
<b>SGB MEMBER: NON-EDUCATOR:</b>	Ms. L. Golden	LEAVE

*GB*

# CELL PHONE POLICY (ELECTRONIC DEVICE POLICY)

## Purpose

To establish the basic structure for the use in school of electronic devices owned by learners.

## Policy

This policy is intended to ensure that personal electronic devices on school property or at school activities do not interfere with the learning, safety and well-being of learners and staff.

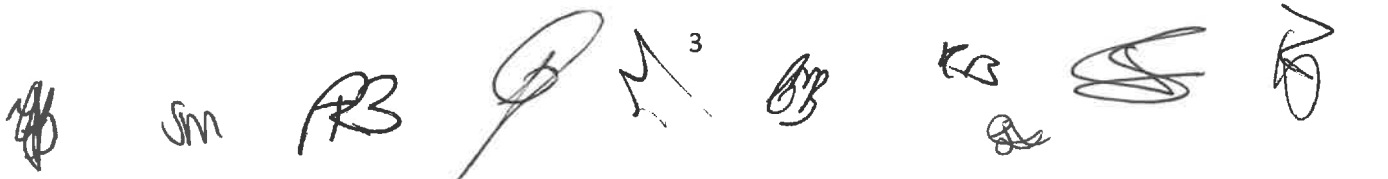
For this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any audio or visual communication, files or data. This includes, but is not limited to, cellular phones, smartphones, earphones, headphones, camera phones, camera devices, video and audio recording devices, digital recording devices, scanning devices, personal digital assistants (PDAs), MP3 players, iPods, iPads, tablets, computers, radios, pagers, any device that allows the possessor to access the Internet, or any similar device or any accessories to such devices such as earphones and Bluetooth devices.

There is no reason that a learner should need to use a cell phone during the regular school day. In any instance requiring emergency communication with or by a learner, our school will immediately assist the learner, a parent or other responsible adult with the situation by using a school telephone.

\*This policy does not apply to school-issued PC/laptop computers.

Learners may possess or use personal electronic devices on school property according to the following guidelines:

1. Cell phones may be used on school grounds before school (before 07:25) and after school (after 14:10).
2. Cell phone use by learners is prohibited in classrooms, restrooms and school offices, or anywhere else on school property, unless stated otherwise by a staff member.
3. During the school day, cell phones must remain out of sight and in silent mode/switched off.
4. Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before and after school hours.
5. Cell phones must be placed in backpacks or in another location, away from learners and their desks, during tests and assessments.
6. If learners need to place an emergency phone call during the school day, they should ask permission to go to the main office to use an office phone.
7. Learners will be subject to disciplinary action if the use of their cell phones disrupts the school's educational environment. Examples of

A series of handwritten signatures and initials are located at the bottom of the page. From left to right, they include: a stylized signature, the initials 'SM', the initials 'RB', a large circular signature, the number '3', the initials 'BB', the initials 'KB', a signature that looks like 'SS', and a signature that looks like 'N'.

this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing and violating other school rules.

8. PHS and its staff will not be responsible, or liable, for the theft, loss, data loss, damage, destruction, misuse or vandalism of any learner's personal electronic device brought onto PHS property. Learners must take care of their own phones and make sure they are properly secured.

Personal electronic devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited uses include, but are not limited to, cheating on assignments and/or tests, harassing or bullying others and taking of or distributing unauthorized photographs or recordings of other people. Personal electronic devices may not be used to access any obscene, threatening or otherwise inappropriate material via any form of electronic communication. Livestreaming or social media posting during the school day is not allowed and automatically violates the electronic device policy. Personal electronic devices may not be used for any activity prohibited by the PHS Code of Conduct.

However, school personnel will have the authority to make exceptions to allow students to use personal electronic devices for instructional purposes within the confines of a classroom.

If a learner is found to be in violation of the Cell Phone Policy, the personal electronic device (cell phone, etc.) will be confiscated by school personnel.

Refusal by a learner to surrender the device is not an option. This is according to the Point High School Code of Conduct.


If a learner violates the school's Cell Phone Policy, the following are the consequences:

- **First offense:** The learner's cell phone will be confiscated by a staff member and held in the main office for five school days, regardless of contracts, monthly payments, difficulty of circumstances, etc. The learner will receive 100 debits as per PHS's Code of Conduct.
- **Second offense:** The learner's cell phone will be confiscated and held in the main office for ten school days, regardless of contracts, monthly payments, difficulty of circumstances, etc. The phone can be released to the learner after 5 school days after a payment of R400 at the financial office. The learner will receive 100 debits as per PHS's Code of Conduct.
- **Third offense:** The student's cell phone will be confiscated and held in the main office for 20 school days, regardless of contracts, monthly payments, difficulty of circumstances, etc. The phone can be released to the learner after 10 school days after a payment of R400 at the financial office. The learner will receive 100 debits as per PHS's Code of Conduct.

Handwritten signatures and initials at the bottom of the page, including "RB", "SM", "4", "B", "RB", and "N".

Signed at MOSSEL BAY on this 18<sup>TH</sup> day of  
JULY 2023.

  
A.J. GOUWS  
PRINCIPAL

  
R. BEZUIDENHOUT (MS.)  
CHAIRPERSON SGB

