

Tom Newby School

Policy Document



Cell Phone Policy

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Supporting Documents

Homework Diary – Demerit sheet

Cell Phone Hand In Form (Annexure V5 and/or L)

Cell Phone Hand In Procedures (Annexure V5)

Cell phone policy Application (Annexure M)

Permission letter (Annexure N)

- 1 The school reserves the right to ask any learner to switch their phone on so that downloads or other social networking material may be examined.
- 2 Learners are permitted to bring cell phones onto school premises but they may not be turned on until after school or after extra murals.
- 3 Parents are required to sign the cell phone policy in the homework diary and make application for their child to use a cell phone (Annexure M). A new application must be made at the beginning of each year or for a new device needs to be registered.
- 4 Learners who switch their cell phones on may be asked to hand their phones in until a responsible adult collects the phone.
- 5 Learners who send or receive messages or data that is illegal or may be construed as cyber bullying, will be required to submit their phones to the school or the police as evidence.
- 6 Learners who bring phones to school must have a Permission Letter from the school pasted into their homework diary. Cell phone numbers and serial numbers must appear on this form. A phone that is not registered will be deemed to be stolen property and confiscated until proof of ownership can be produced.
- 7 Teaching staff may not use their cell phones in a classroom while a class is present unless there is an emergency at the school. (Also refer Staff WhatsApp Policy)
- 8 The school does not take responsibility for loss or damage to cell phones. This includes phones that have been handed in.

Appendix 1: Application form

Application for permission to bring a cell phone to school during contact hours

Date of application	
Learner's name	
Learner's Class	
Make and model of phone	
Cell phone number	
Alternative contact number	
Serial number	
Does this phone have internet connectivity?	

In making this application, I understand the following and will ensure that my child abides by the rules of cell phone usage:

- a. Tom Newby School does not take any responsibility for loss or damage to cell phones brought to school, whether this loss or damage occurs while the phone is in the learner's possession or in the school's possession in terms of confiscation.
- b. Tom Newby School reserves the right to confiscate phones where the cell phone policy is being contravened or where use of the phone is deemed hazardous to the learner, other learners or the school.
- c. This approval of cell phone usage applies only to the phone listed above and for the duration indicated below. A new application form must be submitted where a different phone is procured or used.

Administration

Approved by	Name: _____ Date: _____
Approval duration	From: _____ To: _____
Not approved by	Name: _____ Date: _____
Reason	
Approval withdrawn	Name: _____ Date: _____
Reason	

Appendix 2: Permission letter

Permission letter

Duration of Permission	From: _____ To: _____
Learner's name	
Learner's Class	
Make and model of phone	
Cell phone number	
Alternative contact number	
Serial number	
Does this phone have internet connectivity?	
Approved by	Name: _____ Date: _____

Appendix 3: Procedure for Handing In of Cell Phones

	<u>Handing In Procedure</u>	<u>Authority</u>
1.	Complete a cell phone hand in form.	Educator/SMT/Admin Staff member
2.	Detach the parent notification and send it home.	Educator/SMT/Admin Staff member
3.	Place the cell phone and the hand in form in an envelope, clearly labelling the envelope – CELL PHONE HANDED IN. Do not seal the envelope. Ensure that the cell phone is switched off.	Educator/SMT/Admin Staff member
4.	Hand the envelope to the principal or designated nominee.	Educator/SMT/Admin Staff member
5.	Check that the form has been completed correctly and seal the envelope in the presence of the person to whom the cell phone was handed.	Principal or nominee
6.	Place the sealed envelope in the Strong Room in the presence of the person to whom the cell phone was handed.	Principal or nominee

	<u>Collection Procedure</u>	<u>Authority</u>
1.	Submit the collection of hand in form or a similar written request to the principal or designated nominee.	Parent
2.	Retrieve the cell phone from the Strong Room.	Principal or nominee
3.	Open the envelope in the presence of the parent and ensure that the collection signature is entered.	Principal or nominee
4.	File the hand in form in the Learner Profile.	Principal or nominee