



Mobile Phone Policy

Introduction:

- Mobile phones may prove to be an intrusive and potential source of bullying or abuse.
- The school prohibits the use of mobile phones by students during school hours.

Guidelines for Students:

- Students are not permitted to carry their personal mobile phone to school.
- The Principal and Director of the school has the discretion to grant permission to students to carry a personal mobile phone if requests are submitted to the Grade Supervisor at least 3 days in advance.
- Class teachers must file the student's permission letter. Students with permission, must deposit their mobile phones with the class teacher during the home room period and collect it at the end of the day.
- First-time violation will result in the mobile phone being confiscated by the Discipline Officer, until the next scheduled PTM.
- Repeated violation will result in the phone being confiscated for good and a yellow card being issued.
- Students who have a genuine need to contact their parents whilst they are in school, may use the telephone at the school reception.

Guidelines for Parents:

- If parents wish to pass on an urgent message during school hours, they should contact the school reception.

Guidelines for Staff:

- Teachers are not allowed to use mobile phones during school hours.
- The phones should be kept on vibration/ silent mode in the school.
- Exemptions to this policy can only be granted by the Principal and Director.