

## **CELLULAR PHONE/TABLET/ELECTRONICS POLICY**

Cell phones, smart phones, tablets and other hardware is widely available today and the learners of today are technologically advanced and are making use of these devices constantly. It is disturbing that children have access to and can send horrendous visual information to one another on cell phones and tablets. I-Pods can be linked to cell phones/tablets and with the aid of earphones; children have access to music and other distracting influences during school hours.

Taking into consideration St Conrad's introduced e-learning devices can be used as very valuable teaching aids and are often used in such a fashion. We would rather embrace technology and use it to an educator's advantage than to shut it down. The following is of vital importance.

### **Internet Access**

All learner Internet access must be via the School's wired or wireless network and on a device that has been configured by the IT department. Accessing the Internet via 3G cellular networks on any device (e.g. computer, PDA, mobile telephone) are NOT allowed on the school premises. All network traffic is and will be monitored by the school.

### **Illegal Activities**

Learners must not, by using any service, possess or transmit illegal material. Learners should be aware that as the Internet is a global network, some activities/material which may be legal in the SA, may be illegal elsewhere in the world and vice versa. If you are in any doubt as to the legality of anything, don't do it.

### **Downloading**

The school's Internet access has a finite bandwidth and can become slow and unresponsive under heavy usage, particularly when file downloads is being performed. This can prevent other users from performing their work. For this reason certain restrictions may be implemented to prevent file downloads at certain times. Downloading certain file types can introduce viruses and other security threats onto the network; therefore some file types may be blocked by default. Contact the IT department to download any essential files you require that have been blocked.

### **File Sharing (Peer to peer networking)**

Sharing of files and downloading of files over peer to peer network connections is only allowed when downloading educational content, that is not copyrighted.

### **Offensive Material**

The Internet has excellent educational potential for learners but is also of major concern with its ease of access to seriously offensive sites. Internet access throughout the school network is filtered and is monitored and supervised by the school. If you inadvertently come across a site which contains offensive material you must report this matter immediately to your teacher or to the IT department, so that the site can be blocked. Under no circumstances must you mention the site to others. Anyone found attempting to access or in possession of offensive material will be reported and access to the Internet immediately blocked. This may also lead to disciplinary action being taken.

It is a criminal offence, even for a child, to create, download, possess, distribute or display any child pornography. In South Africa the definition in The South African Films and Publications Act 65 of 1996 are used: "Child pornography includes any image, real or simulated, however created, depicting a person who is or who is shown as being under the age of 18 years, engaged in sexual conduct or a display of genitals which amounts to sexual exploitation, or participating in, or assisting another person to engage in sexual conduct which amounts to sexual exploitation or degradation of children." It is also a criminal offence, even for a child, to display or distribute any pornographic material to a child. Any learner found with pornographic material on their device or found accessing this material could face disciplinary action.

### **Social Networking Websites**

Access to Social Networking Websites (e.g. Facebook, MySpace) is NOT permitted

### **Online Email**

Access to online email services (such as Hotmail or Google mail) is permitted. However, these services must not be used to download, upload or transfer files that are otherwise restricted.

### **Internet access via a Proxy**

Accessing the Internet via a third party 'proxy' website is strictly prohibited at all times.

### **Instant Messaging (IM)**

Use of Instant Messenger clients (such as MSN or AOL) is NOT permitted.

### **Streaming Media**

Schoolwork-related streaming audio and video media accessed via the Internet (e.g. online radio services and news broadcasts) is permitted, although may be subject to restrictions due to Internet bandwidth limitations.

### **Plagiarism and the Internet**

Plagiarism is the theft of ideas and works from another author and passing them off as one's own. Students should be aware that plagiarism is not only cheating but where sufficient is copied, an illegal infringement of copyright.

### **Storage of media on device**

Devices have limited storage space. The functionality of the device is affected when too much data is stored on the device. In the event of a device being problematic the IT department will do an assessment on the device.

- **Games specifically can cause a huge problem regarding the functionality of the tablet. Saint Conrad's understand and respect the fact that the tablet are still the private property of the child, BUT cannot allow games to be played during lessons or school time. This is not only non-productive it also uses up valuable data from our Wi-Fi system specifically introduced for educational purposes only. Furthermore when a child is running a 3G card and the school Wi-Fi simultaneously it causes the tablet to malfunction.**

- If it is found that the problems are caused due to unnecessary videos, music, games or images being stored on the device; the child will be requested to delete these items off the device. A letter will accompany the child home that afternoon that must be signed by the parents. The second time this occurs the IT department will delete all unnecessary material.
- If a child is caught playing games during a lesson the game must be deleted immediately and a detention will be issued.
- The main purpose of the device is for educational use.

**The following policy will be implemented in case of any indiscretions:**

- Cell phones are not to be used at school during class time, except when instructed by an educator to do so during instruction.
- If a cell phone, ear phones, I-Pod or any other electronic device (other than a tablet) is visible at any other stage, it will be confiscated.
  - It will be signed in by High School Management, in a special ‘Confiscation Book” and placed upstairs in a safe in the strong room. If it is a first offence the device will be confiscated for 14 school days. In case of a second offence the device will be confiscated for the duration of 4 school weeks. In the event that this is a third offence the device will be confiscated for an entire term. The SIM card must be removed and returned to the learner.
  - If found that a child has any of the above mentioned discretions on his/her tablet, strict disciplinary action will be taken according to St Conrad’s code of conduct.
- The school will not take responsibility for the theft of cell phones or tablets. (Lockers & safety area must be utilised to reduce the risk of theft.)
- Privacy of the individual must be respected at all times. No photographs or videos may be taken in toilets or change rooms at any time, during school or after school hours.
- In the case of emergencies for learners, they need to go to the High School Office and ask permission to make a call.
- Boarders may use their cell phones at the boarding house during evenings and on weekends, but not during study time or in the dining room. Cell phones/tablets may not be taken to Church.