

0201 Filkern House
278 Helen Joseph Street, Pretoria, 0002.
Tel: 087 711 1235 Cell: 061 729 7343
website: www.eduquestcollege.co.za
webmail: info@eduquestcollege.co.za
gmail: eduquestcollege@gmail.com
Company Reg No: 2021/103077/07
EMIS Reg No: 700401343

MOBILE PHONE AND SMART DEVICES USAGE POLICY

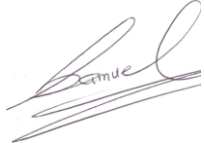
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Record of Policy Review:

Date Policy was Issued	Date of Next Review	Reason for Review
09 January 2024	08 January 2026 or as the need arise.	to ensure that the policy document remains up to date
Signature		

Purpose

To explain to our school community the EDUQUEST COLLEGE's policy requirements and expectations relating to students and staff using mobile phones and other personal non educational mobile devices during school hours.

Scope

This policy applies to:

1. All students and staff at EDUQUEST COLLEGE and,
2. Students' and Staff's personal mobile phones and other personal non educational mobile devices brought onto school premises during school hours, including recess and lunchtime.

Definitions

A mobile phone is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

Policy

EDUQUEST COLLEGE understands that students and staff may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At EDUQUEST COLLEGE:

- Students and staff who choose to bring mobile phones to school must have them switched off and securely stored during school hours
- When emergencies occur, parents or guardians should reach their child by calling the school's office.

Personal Mobile Phone Use

In accordance with the policy, personal mobile phones must not be used at EDUQUEST COLLEGE during school hours, including lunchtime and recess, unless an exception has been granted.

Secure Storage

Mobile phones and electronic devices owned by students at EDUQUEST COLLEGE are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so.

Please note that EDUQUEST COLLEGE does not have insurance for accidental property damage or theft. Students and their parents/guardians are encouraged to obtain appropriate insurance for valuable items. Where students bring a mobile phone to school, EDUQUEST COLLEGE will not provide secure storage

Enforcement

Students who use their personal mobile phones inappropriately at EDUQUEST COLLEGE may be issued with consequences consistent with our school's existing student engagement policies.

At EDUQUEST COLLEGE inappropriate use of mobile phones is any use during school hours, unless an exception has been granted, and particularly use of a mobile phone:

- in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people, including students, teachers and members of the school community without their permission
- during exams and assessments

Introduction

Schools are constantly being challenged with regards to how computers and personal devices such as cell phones/smart phones/tablets can be used in constructive and educative ways, especially in classrooms and as part of the learning experience at school. At the same time, schools have to manage the use of these devices to avoid the possible risks that can be incurred from careless or malicious use. The Information and Communication Technology (ICT's) infrastructure available at EDUQUEST COLLEGE is accessible to all members of the school community. Because the administrative staff, teaching

staff and Students are dependent on technology to do their work, it is imperative that there is consensus on how the equipment is to be used and what it is used for. Clear guidelines need to be given and a code of conduct established. The policies and guidelines given in this document serve both to encourage and extend the use of electronic devices in constructive and educative ways as well as to limit and contain the possibilities of destructive or counter-productive instances. Agreement to the conditions specified is a requirement for all who wish to make use of the technology available at the school.

This policy deals with:

SECTION 1: LAPTOP ACCEPTABLE USE POLICY

SECTION 2: OTHER MOBILE DEVICES (PHONES, SMARTPHONES, iPADS etc.)

SECTION 3: NORMS OF BEHAVIOUR for ELECTRONIC COMMUNICATION AND INTERNET USE

SECTION 4: MONITORING

SECTION 5: CONSEQUENCES OF BREACH OF THIS POLICY

This policy is to be read in conjunction with the policies and principles that form part of the ethos and code of conduct of the school and are governed by the school's rules and regulations.

EDUQUEST COLLEGE COMMUNICATION POLICY AND ACCEPTABLE MOBILE DEVICES USAGE POLICY Applicable legislation includes but is not limited to:

1. The Constitution of South Africa
2. The Films and Publication Act 65 of 1996
3. The Children's Act 38 of 2005
4. Criminal Law (Sexual offences and related matters). Amendment Act 32 of 2007
5. Protection from Harassment Act 17 of 2011
6. The Protection of Personal Information Act 4 of 2013
7. The Electronic Communication and Transactions Act 25 of 2002 2.

Section 1: Laptop Acceptable Use Policy

General

The laptops and tablets have been introduced into the classrooms as a learning instrument, and their basic purpose is educational. Anything that enhances their educational potential is to be encouraged; anything that hinders them achieving their purpose is to be prevented. As they are educational school tools, the notion of privacy will be treated as secondary to the achievement of school's educational purposes. Accordingly, if a teacher suspects that a child is using his machine for purposes other than educational during school time, that teacher will be entitled, and indeed expected, to intervene and inspect the contents of the machine to determine whether the facility has been or is being used for a purpose which is contrary to school policy. This would relate specifically, but not only, to the storage of illegal music files, pornography, antisocial material, hacking material or material that infringes copyright legislation.

In Classrooms

- Students should not listen to music files while working without permission from the teacher.
- Students may not use E-mail facilities during class time unless instructed to by their teachers.
- Students should not display screen savers/backgrounds which are inappropriate or noisy.
- Students may not play games on their computers during class time unless the games are part of the teaching programme and have been required by the teacher as a class activity.
- Students should respect that the Internet is a shared resource and should therefore be circumspect and reasonable about how much they download.

Section 2: Other Mobile Devices (Phones, Smartphones, Ipad Etc.)

The Privacy to Personal Information law applies. Any personal information that can identify a person cannot be shared on any public forum without the permission of the person.

General

Students are permitted to have mobile devices (Tablets, iPads) at school. The mobile devices (Tablets, iPads) must be used strictly for education purposes, it must be on silent or turned off. The school accepts no responsibility for any loss of or damage to mobile devices (Tablets, iPads), whether at school or elsewhere. It is strongly advised that learners store their mobile devices (Tablets, iPads) in a safe place when not in use. The school reserves the right to search a Students' mobile devices (Tablets, iPads) if there is reasonable cause.

Classes

During classes, it is the prerogative of the teacher of the specific class to decide if, when and how mobile devices (Tablets, iPads) will be used during that class. Before tests or exams, Students must hand in all mobile devices (Tablets, iPads) to the invigilators.

Mobile devices (Tablets, iPads) must be clearly marked with the owner's name. Mobile devices (Tablets, iPads) can be collected after the test/exam papers have been handed in at the end of the exam. Any learner found in possession of a mobile devices (Tablets, iPads) during a test or exam, even if inadvertently, may be charged with cheating.

Section 3: Norms of Behaviour for Electronic Communication and Internet Use

Ethical Practice

All members of the EDUQUEST COLLEGE community are expected to honour the school's values and practices. In doing so, they will not:

- bring the school into disrepute
- post any material on a website without the permission of the person or entity involved to create a persona or digital ID on any social media site (e.g., Facebook, Twitter) which represents or pretends to represent the school without the approval of the Principal and the directors.

The Classroom

When teachers use or allow the use of the internet and/or social media for schoolwork, either in the classroom or as required work outside the classroom, participation in such online media is an extension of their classrooms in terms

of what is permitted/acceptable online. Photographs may not be taken, or videos or recordings made in a class without the permission of the teacher concerned

Language Use

Messages posted publicly must not include any personal attacks (colloquially known as 'flaming'). Messages should follow the rules of appropriate public language. Any text transmitted to a public environment may not contain any language or content that the author would not be willing to share from the podium at a school meeting.

Pornography

Both the Film and Publications Act and the Sexual Offences Act make it an offence for a person under the age of 18 to:

- View pornography
- Be in possession of pornography
- Download pornography from the internet
- Trade in pornography
- Enter a licensed premise where pornography is legally sold
- Expose another person under the age of 18 to pornography

Child pornography

According to the South African law, child pornography is deemed to be any naked image showing genitalia of a person under the age of 18.

Pornography at school Possession or distribution of pornography at school is considered to be serious misconduct.

Viewing and/or circulating any material deemed by those in authority to be pornographic is a serious offence.

As well as the above, activities that would be considered to be pornography include, but are not limited to: sexting, distributing naked 'selfies', distributing photographs/videos of a naked friend, distributing photos/videos of anyone involved in sexual activities

Bullying And Harassment

The following behaviour is unacceptable at all times: Attacking EDUQUEST COLLEGE, the staff, the Students or other people on any digital communication forum or Cyber-bullying. According to EDUQUEST BULLYING BEHAVIOR AND PREVENTION POLICY, bullying includes but is not limited to:

- behaviour that can be construed to be the systematic, uninvited, repeated and intentional abuse of another person over a period of time
- harming another person (hurting or embarrassing another person)
- repeated threatening behaviour which is intended to frighten another person
- using electronic technology; for example, text messages or emails, rumours sent by email or posted on social networking sites, embarrassing pictures, videos, websites or fake profiles.
- Insulting others • Using racist or sexist language
- Passing derogatory or offensive comments

Plagiarism

Plagiarism is the act of using someone else's work – words, images and ideas - without proper acknowledgement, and passing it off as one's own. This is fraudulent and is tantamount to stealing.

Types of plagiarism include:

- Verbatim (word-for-word) copying, often achieved by using the 'copy-paste' function.
- Paraphrasing without acknowledgment: merely changing a few words in the chosen text.
- Using ideas generated by another person and presenting them as one's own.
- Submitting someone else's work or assignment as one's own.
- Giving one's work to another scholar to use as his own is also fraudulent, as one is complicit in the act of plagiarizing. All information obtained during research from the internet must be referenced with the name of the site, the title and author of the article (if given) and the date accessed.

The Internet

EDUQUEST COLLEGE is pleased to be able to offer access, via our computer network, to the Internet (which includes E-Mail, World-Wide-Web and other facilities). Internet access enables Students to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world. Families should, however, be aware that some material accessible via the Internet contains items that are illegal, defamatory or potentially offensive. The Internet is a large and unregulated global network and increasingly it is possible to find controversial material or behaviour on the Internet that some may see as offensive or inappropriate. This includes pornographic material or material with explicit sexual content, and unacceptable behaviour in private Email or social networking websites. While the intentions of the school are to use Internet resources for constructive educational goals, Students may find ways to access other materials. We believe that the benefits to Students in using the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. However, at school we are also involved in setting standards and in monitoring adherence to our rules and to the school's standards of behaviour, and this involves teachers, IT staff, administrators and the Deputy Principal and the Principal. As part of our curriculum at EDUQUEST COLLEGE we do teach and guide our Students in the appropriate use of the Internet and social media. As Internet facilities are a limited resource and one which we pay for, users are expected to use them primarily for:

- direct educational purposes;
- accessing information for private interests or hobbies;
- constructive communication with other Internet users, provided it is not anti-social in nature.

They are also encouraged to be considerate and limit the size of any downloads they make from the internet. Users may not:

- Access material that is labelled as 'not intended for minors', even if they have turned 18.
- Download and make public or intentionally view any material that is pornographic, abusive or age restricted.

- Disseminate the addresses of any material that falls into one of the above categories. All internet activities are logged, monitored and archived by the IT Department. The ICT Manager and Network Manager may access all logs and may review files and communications should the need arise, or if instructed to by the Principal.

Email

EDUQUEST COLLEGE regards emails to be the same as paper messages. Therefore, any written communication should obey the correct rules of grammar, capitalisation and punctuation. Users must accept the privacy of email messages; mail may not be read by another person and care must be exercised when forwarding messages to ensure that privacy is not compromised. Electronic mail may not be misused. The following are considered to be misuse: Unacceptable language, offensive messages, mass mail, hate mail, junk mail, sending or distributing games, personal graphic images, chain letters, hoaxes, anonymous mail, age- restricted content, distribution of viruses, hacks or cracks, no email or attachment from an unknown source should be opened. These should be deleted. The staff at EDUQUEST COLLEGE are entitled to intercept and monitor email messages, laptop content or other communication sent or received in order to monitor and ensure compliance with these terms of use.

Social Media

Kindly note that the EDUQUEST COLLEGE Social Media Policy forms part of this agreement.

Section 4: Monitoring

Students who break any of the above rules are subject to the normal disciplinary structures of the school. In addition, when using the school's internal computer network, Students must understand the following:

- All users are entitled to reasonable privacy of their work under normal circumstances and therefore it is an offence to use or attempt to use another user's account/password no matter what the circumstances maybe.
- Students are to conserve space by deleting unnecessary E-Mail or other material which takes up excessive storage space.

- Students should never download or install any commercial software onto network drives. **All copyright laws must be obeyed.**
- Students may not use any account other than their own. They have full responsibility for their accounts and must not share their passwords with anyone, and therefore, any violations of any part of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Access to internet sites and internet content is filtered by the school's firewall. The specific categories and rules of filtering are under frequent review by our IT technical team. All internet activities are logged, monitored and archived by the IT Department. It is against school policy to attempt to and/or to access the Internet by bypassing the school's firewall. Extensive logs are kept of systems and activities on the network. These logs are used to assist in infrastructure planning and maintenance, as well as to ensure system integrity and ensure users are accessing the system responsibly. In particular, detailed Internet and email logs are kept. The ICT Manager and Network Manager may access all logs and may review files and communications should the need arise, or if instructed to by the Principal.

Section 5: Consequences of Breach of This Policy

The violation of school rules concerning the use of the network, electronic media and communication will result in the same disciplinary actions as would result from similar violations in other areas of EDUQUEST COLLEGE life.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website www.eduquestcollege.co.za
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from school administration upon request