



## **Solid Foundations Technology Policy (2020/1)**

For the purposes of this policy, cell phones, tablets, IPADS, notebooks, laptops and any other technological device that operates on electricity or battery power with or without internet access is called a “device” (with the exception of calculators and digital watches).

### **Pupil’s use of devices:**

1. Devices must be handed in at the school gate before school begins. The staff member on duty collects them and stores them in a cupboard in the office.
2. The school does not accept any responsibility for the loss, theft or damage of devices handed in.
3. Staff on gate duty return devices to children as they leave the school premises. No pupil may collect a device on behalf of another pupil.
4. Devices may not be used in class for projects unless the teacher has given permission for a child to do so.
5. Should a pupil fail to comply with the above stipulations and a device is seen on their person or in their suitcase during the course of a school day, the school is entitled to confiscate the device for a period of at least a week (first offence). If the child is subject to a second offence, the device will be confiscated for a month. Failure to comply to point 1 – 4 above will also result in a demerit being issued.
6. The school may conduct spot checks in suitcases, kit bags, lockers or on the child’s person to ensure the above.
7. No devices are permitted in After Care, after school hours or during the school holidays.
8. Currently, e-readers are the only exception to the above and may be brought onto the school premises for the express purpose of reading. If the e-reader is used for any purpose except for reading, the repercussions mentioned in point 5 apply.
9. Under no circumstances may a parent use a device for photographing or videoing of a person other than their own child on the school premises.

### **Homework and printing:**

1. Homework in the senior grades (4 – 7) may be typed if the subject teacher has granted permission for pupils to do so.
2. The school will print out projects or pictures for pupils at a cost of R5 per coloured A4 page and R2 per black-and-white page. Printing is done in Mr Swieger’s class at his convenience.
3. Staff may not download copyrighted or pirated content for school use.
4. Staff may not print or photostat any pages not directly related to teaching unless special permission has been obtained to do so from the principal.

### **Staff computer:**

1. The staff are permitted to use a staff computer in the staffroom.
2. Printing from the computer for teaching-related purposes is permitted.

3. Content downloaded or saved onto this computer will not be regarded as permanent. Staff are to keep files and important personal information on flash-drives or backed-up on their own private computers. The school may delete files and content from the staff computer at any time.

#### **Staff cell phones:**

1. Staff may not talk on their cell phones or text during teaching hours. This applies to all grades and all subjects (music, art and PT included). Cell phones may be used at break and before or after school by staff members not on playground duty.
2. Staff are expected to use the Solid Foundations formal WhatsApp group to send relevant school-related messages. It is the responsibility of the individual staff member to ensure they are a part of this group and to check their phones daily and during breaks for such messages. No casual messaging or non-school pertinent messages may be sent to this group. Casual staff discussions are held on the "Teachers Fun and Games" WhatsApp group. Participation in this group is voluntary.
3. The formal WhatsApp group cannot be seen as the most reliable platform relay messages that need a "same-day" reply or an urgent response time. Urgent messaging (response required in less than 24 hours) will also need to be communicated directly to staff if the response on the WhatsApp group is delayed.
4. Staff are requested to refrain from messaging on either WhatsApp groups after 9 o'clock at night or before 9 o'clock on weekend or holiday mornings.
5. Staff are invited to photograph fun events or appealing lessons on their cell phones. Photos can be sent to Mrs Helmbold, either via WhatsApp or preferably via email, who will upload images onto the school website.

#### **YouTube and videos:**

1. Staff are strongly encouraged to use clippings and videos for educational purposes. All clippings and videos must be "all ages" and relevant to the syllabus at hand.
2. Pertinent clippings with reasonable age-restrictions need to be checked by the principal before viewing in class.

#### **Projectors and white boards:**

1. Staff wishing to upgrade to using projectors and white boards in their classrooms are invited to do so. Please make your request in the office.
2. Senior grade classes are all equipped with projectors and white boards. Each class also has a set of speakers.
3. Teachers sharing classrooms are requested to leave the remote control accessible for the next teacher and the speakers at an easy-to-access location. It is each teacher's responsibility to turn off projectors at the conclusion of a lesson.

#### **Social Media**

1. Pupils, parents and employees may not use social media (including emails, Twitter, WhatsApp, SMS etc.) in any way that may be seen as insulting, disruptive or offensive by other persons, or harmful to the morale of the school.
2. Examples of forbidden transmissions include sexually-explicit messages, cartoons or jokes, unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on, inter alia, their sex, race, sexual orientation, age, national origin, religious or political beliefs.

3. Staff may create WhatsApp groups with their parents at their own discretion. A second consenting staff member must be the second administrator of any WhatsApp group established. Parental permission must be given before their numbers can be used on such a group.
4. Parents give their permission in the basic school contract for their children's photographs to be used on the school website, which is publically accessible.