



## **Technology and Social Media Policy**

### **PREAMBLE**

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and foster order and discipline, to deter learners from actions detrimental to themselves, their peers or the general value systems embraced by the school, and to achieve these objectives consistent with the law. The school also deems it necessary to impress on parents that since there is a zero-tolerance cell phone policy during school hours, the engagement with social media happens in the learners' leisure time. We therefore strongly insist that parents are aware and vigilant regarding these matters. This policy applies to any school sanctioned events.

### **PERSON AND PROPERTY SEARCH**

The school reserves the right to conduct a search of any property or person on the school premises at any time.

### **ACCEPTABLE USAGE**

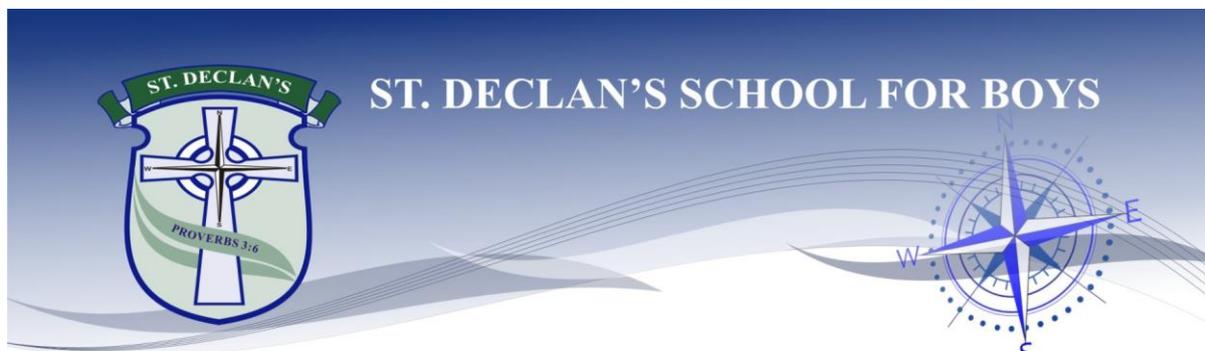
The following list provides examples of practices which are deemed acceptable in terms of the use of electronic devices:

- Parental / guardian / transport providers may make contact with children before and after school hours.
- Once permission has been given from a St Declan's Staff member.

### **UNACCEPTABLE PRACTICES**

The following list provides examples of practices which are deemed unacceptable in terms of the use of electronic devices:

- ANY electronic device use that is not for direct academic purposes (ie device use other than school tablets).



- The theft, borrowing, using, breaking, damaging, defacing, hiding, removing or going into the memory or storage capacity of a cell phone or electronic device belonging to someone else.
- Causing any disruption to the normal running of school.
- The use of electronic devices to gain an advantage or break or circumvent exam rules or procedures.
- Recording or transmitting any sound, image, or video while on school grounds without permission from a St Declan's staff member.
- Learners who choose to submit content onto websites or other forms of online media must ensure that their submission does not reflect poorly upon the school and bring the name of the school into disrepute or otherwise harms any person associated with St Declan's School for Boys.

## **BRINGING CELL PHONES AND ELECTRONIC DEVICES TO SCHOOL**

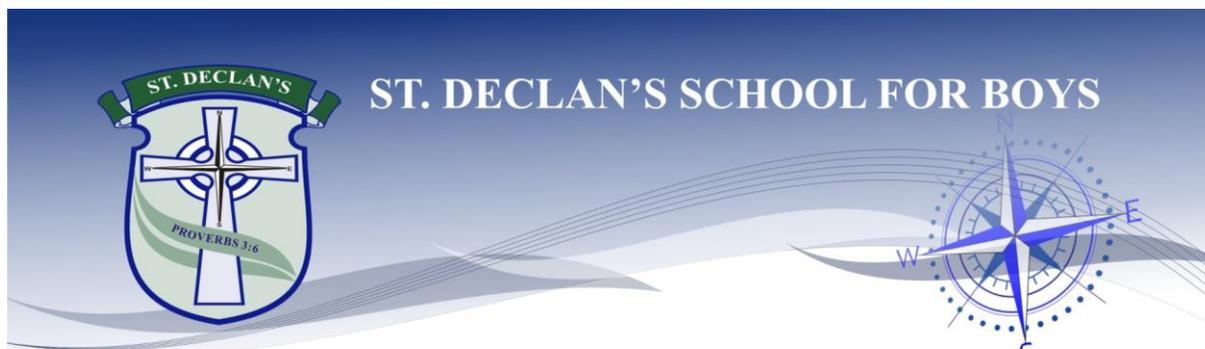
No learner should bring their cell phone to school. In exceptional circumstances, learners may bring their phone to school if it is deemed necessary for the learner to have a cell phone. In which case the learner must rent a cell phone locker and place the phone in the locker BEFORE 07h45 and reclaim it at the end of the school day.

Learners are personally and solely responsible for the security of their cell phones and electronic devices. Neither the school nor its staff will assume any responsibility for theft, loss, or damage of a cell phone or electronic device.

There will be no use of a cell phone or electronic device in any manner whatsoever during school hours, except where such usage is specifically authorized by staff members for legitimate educational purposes as part of the lesson plans and / or academic programmes. Such usage is at the sole discretion of the supervising staff member who is responsible for monitoring, controlling and overseeing such usage.

Use for purposes other than those listed above (e.g. to contact home, to reschedule lifts, etc.) may be granted by a staff member only, and that staff member will accompany the learner with the device at all times while being used for that purpose.

Learners may not participate in any actions with electronic devices that contradict the school Code of Conduct outside of school hours.



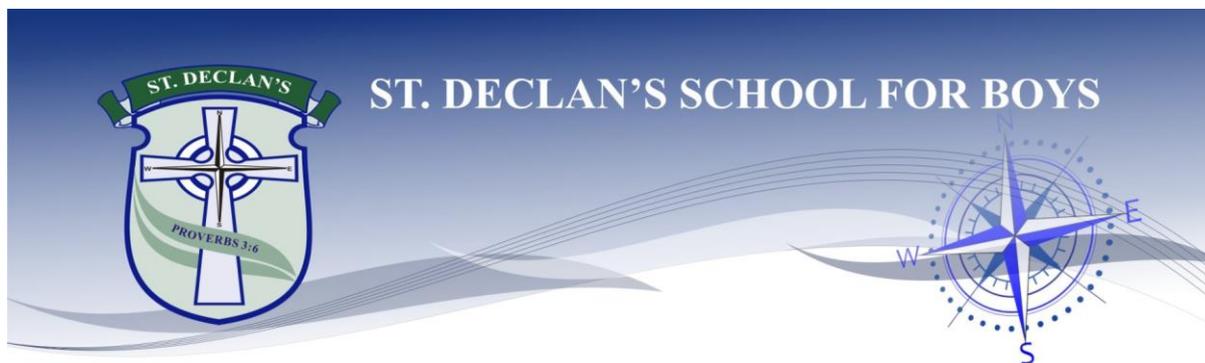
## **OWNERSHIP AND PRIVACY**

St Declan's reserves the right to monitor any learner's electronic devices.

Access to the internet and school servers at this school are filtered and managed in-house. Communication services provided to the learners by the school system cannot be regarded as private and St Declan's reserves the right to monitor these services at any time.

In the event of any part of this policy being transgressed the following sanctions may be applied:

- Any staff member who sees a learner using a cell phone in contradiction of the specifications of this code, shall confiscate the device and hand it in to the Administrator. Date of confiscation, date to collect item and name of learner must be handed to the front office for recording. Demerits will be issued by the confiscating teacher. Details of evidence of inappropriate content must be reported to the Headmaster/ Headmistress. A demerit notification will be communicated to the parents on the school system, and the device will be confiscated in its entirety (SIM and battery included) for the periods stipulated below.
- If it is suspected, based on reasonable grounds, first-hand, eyewitness reports or clear evidence that anyone is using a cell phone in contradiction of any of sections above, those authorised to do so by the Headmaster/ Headmistress will be expected to intervene and inspect the contents of the device to determine whether it has been or is being used for a purpose which is contrary to school policy.
- Should such evidence be found, it must be reported to the Headmaster/ Headmistress who may take the matter further either through an internal disciplinary process or by reporting it to other authorities, including the Director(s), a counsellor, a social worker, the education department, or the police.
- When electronic devices are confiscated from a learner, the learner will be issued demerits. The device will be confiscated for 1 term or until the learner has completed two detentions. Once the two detentions have been completed or the phone has been confiscated for a full term, a parent/guardian must collect the phone from the reception area. The time period may be adjusted by the Headmaster/Headmistress. Extended periods may apply, dependant on the situation.



Failure to abide by this policy, as with other policies at St Declan's School for Boys, may result in disciplinary action as described in the school's Code of Conduct and School Rules.

## **MEDIA CONSENT**

Photographs are taken of learners, and that, insofar as these photographs are placed in the possession or control of the school.

These photographs might be used by the school in the electronic and /or printed media, including, but not limited to, St Declan's School for Boys website, social media, newspaper advertisements and articles, magazine advertisements and articles, brochures, flyers, posters, billboards, banners and signage on buildings and vehicles.

Should you wish to have an image which includes your child removed, you may request it through the school office.

## **SOCIAL MEDIA**

Social media sites/platforms will be utilised by the St Declan's marketing department to share media and promote St Declan's. The school does not condone the use of social media by any parent, learner, or other stakeholder to bring the school into disrepute or encourage a negative atmosphere.

Staff may not contact St Declan's learners or parents via any form of social media unless given permission by the Headmaster/ Headmistress.

Should staff be made aware of any negative content towards St Declan's, they must inform the St Declan's management team.