



Stanford Lake College

ANNEXURE K

21 July 2021

PERSONAL MOBILE DEVICE POLICY

GENERAL

1. Grade 10, 11 and 12 pupils are permitted to have mobile devices at school.
2. Grade 8 and 9 boarders hand in phones to Boarding Masters/Mistresses at the stipulated times below.
3. Grade 8 and 9 day scholars may have their phones at school but they must be switched off and may not be used at all from 7h00 until after academic lessons are over each day – this includes break time and lunch time.
4. The school accepts no responsibility for any loss of or damage to mobile devices, whether on campus or elsewhere. It is strongly advised that pupils store their mobile devices in a safe place when not in use. Any mobile device found lying in boarding house rooms and not locked away will be confiscated.
1. Grade 8 and 9 pupils will be permitted to take phones to school activities. They must arrange with the HM/AHM or Tutor on duty to receive their phone immediately after breakfast. **Point 3 under General applies to them during class.**

CLASSES

1. Cell Phones (except Grade 8 and 9 pupils), Laptops and Tablets may be taken to class but only used with permission from the teacher. Using these devices other than for work given by the teacher will result in detention; further transgressions will result in confiscation.
2. Mobile devices may NOT be taken into examinations.
3. Any pupil found in possession of a mobile device during a test or exam, even if inadvertently, will be found guilty of cheating.

CAMPUS

1. The use of mobile devices during Assembly, after lights out, during a formal show, in the Dining Room, etc. will result in confiscation for a period of ONE WEEK.
2. Mobile devices may not be used with head phones in any public spaces.
3. Mobile devices may be used during prep with the permission from the House Master or Tutors on duty. This should be for work purposes only.
4. Any mobile devices used for unauthorized activities during this time may be confiscated.
5. The inappropriate use of mobile devices (**pornography, cyber bullying, swearing, including distribution of pictures/videos, and the taking of videos/pictures and sound recordings without permission**) may result in the culprit facing a Disciplinary Enquiry.

First Time offenders – 1 Week, Subsequent transgressions will be at the discretion of HM's.

Grade 8s and 9s – Boarding Times

Day	Time	Action
Monday	07:00	Take in phones after the weekend
	17:00	Hand phones back
	18:45	Take phones in
Tuesday	17:00	Hand phones back
	18:45	Hand phones in
Wednesday	17:00	Hand phones back
	18:45	Hand phones in
Thursday	17:00	Hand phones back
	18:45	Hand phones in
Friday	13:20	Hand phones back – or after assembly