

HARTLEY ROAD PRIMARY SCHOOL

POLICY FOR THE USE OF CELL PHONES BY ALL STAFF EMPLOYED BY THE SCHOOL – INCLUDING AND NOT LIMITED TEACHERS; TEACHER ASSISTANTS ADMINISTRATIVE STAFF AND SUPPORT STAFF

Purpose:

1.1 This policy regulates the use of cell phones and other electronic signalling devices in order to ensure uninterrupted instruction, safety, and reduction of theft.

1.2 Staff may bring cell phones to school; however, the purpose of this policy is to regulate their use so that such use does not interfere with instruction, safety, or work for which the individual has been employed.

2. Teacher Use of Cell Phones or Other Electronic Signalling Devices:

2.1 All teachers may use a cell phone while on school property provided that:

- It is not used for social purposes
- Used minimally for educational purposes.

2.3 Use of cell phone during ground duty or during invigilating is prohibited.

2.7 Use of cell phones or electronic signalling devices at prohibited times will result in the employee being disciplined.

3. Protocol for censure of teachers using cell phones or other electronic signalling devices

3.1 Counselling by the phase Departmental Head

3.2 Verbal warning by Departmental Head

3.3 Written warning by Principal

Mover: _____

Seconder: _____

Adopted on: _____

Review of policy: 31/01/2025

M R BALLIM

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PRINCIPAL