

POLICY REGARDING TELECOMMUNICATION

THE SCHOOL MANAGEMENT DOES NOT WANT THE SCHOOL'S TELEPHONE TO BE ABUSED.

- Telephone calls should only be for school administration and departmental issues.
- Calls to cellular telephones should be limited to a minimum.
- Only very urgent private calls by educators and non-academic staff should be allowed with the permission of the principal and financial officer.
- Educators and non-academic staff may only receive private calls during breaks and outside contact time.
- Educators and non-academic staff should be called to the telephone only in the case of very urgent calls.
- All calls that are made should be recorded in the telephone register.
- The school's telephone account and a record of calls should be submitted to the school management as needed.
- Learners may not receive telephone calls, but messages can be left with the Administrator.
- Private Emails through the school can be set for a fee as determined by the school management.
- Official Emails sent by the staff are free.

CELLULAR TELEPHONES

- Use of cell phones during teaching time should be limited to the minimum and the ringtones if instruments should be set to a sound that does not disturb others.
- During meetings cell phones should be set not to disturb the meeting.
- Learners are not allowed to bring cell phones to school.

OFFICE COMPUTER

- Only the principal and the administrative officer should use the computers at the Admin centre.
- The administrative officer should regularly dust the computer and keep it neat.
- Any fault should immediately be reported to the principal.
- The administration of the office should only be done on the administrative computer.

COMPUTER VENUE

- All educators have access to these computers.
- Each educator should be registered and receive a pin code.
- Educators can use the computer venue for their planning.
- Each educator should be given a timetable for the use of the computer venue during teaching time.
- Faults should be reported immediately.
- The last educator who works in the venue should ensure that the computer is switched off properly at the end of the day.
- The computer venue should be cleaned every day.
- As far as possible documents should only be printed once per day. Copies should be made on the photocopying machine.
- The computers may not be removed.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

