

LIKILENG INTERNATIONAL SCHOOL

CELLPHONE POLICY

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1. Preamble

Likileng International School (henceforth referred to as the School) acknowledges that the majority of students own cellphones, which are an essential means of contemporary communication and a helpful teaching aid. Nevertheless, despite all of their benefits, the school is aware that cellphones can be harmful and a distraction if not used properly. Specifically, inappropriate and/or harmful content may be recorded using the camera and video functions. Another reason why the use of these devices in the classroom needs to be restricted is the easy access to inappropriate content (like pornographic material) on the internet.

2. Liability

In the case where a subject teacher has requested students to bring their phones, the respective teacher will in collaboration with the class teacher be in possession of the phones and will only release them if there may be a need in the classrooms and it is therefore mandatory for students to turn in their cellphones to their class teachers. In the case where a student will need to communicate with the parents students can use the office through the class teacher to get in touch with their parents or guardians if they need to during the school day. When a student chooses to bring a mobile to school without permission, they do so at their own risk, and the school assumes no responsibility for any harm or loss that results.

3. Contravention of the Cellphone Policy

Any mobile that is used or visible between 07:00 and 16:10, which includes break time and free lessons, will result in the confiscation of the phone as well as the SIM card. In order to retrieve the phone from the school office, the parent or guardian of the student will be notified. It is possible to seize cellphones for **a minimum of two (2) weeks** depending on the type of infraction and this period might be shortened. A disciplinary hearing will automatically be required of any student whose phone is confiscated for the third time. If a mobile is misused or used illegally (such as for taking offensive photos), more disciplinary action will be implemented.

4. Confiscation of Cellphones

Sim cards and phones must be seized together. After being turned off, cellphones must be packed in a zip-lock bag with a filled-out Cellphone Confiscation Form. Cell phones that have been declared suspicious must be kept in the school safe and not in classrooms. Before the end of the school day, the parent or guardian of the student needs to be notified via calls, **WhatsApp, SMS , letters and email about the seizure**. The email must specify the reason the phone was taken into custody as well as the return date for the device. When picking up a confiscated mobile, parents or guardians must go through the front desk. It is not allowed for students to collect a confiscated cellphone. Parents need to sign that they have received the cellphone. This form will be collected and **filed by the Discipline Chairperson/ secretary**.

5. Tests and Examinations

Using a mobile during an exam or test is strictly forbidden.

6. Internal Assessments and Exams

Pupils will receive 0% if they are found using their phones during an internal assessment or examination. The student will face additional disciplinary actions and have their mobile seized.

7. Concessions

Medical/ Trauma

Students who are medically monitored (e.g., by a parent or medical professional) may be allowed to carry a mobile phone. Documentation supporting the request must be submitted.