

## **Electronic devices policy at schools**

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**We do not carry mobile phones, electronic equipment and or cameras with us without permission of management.**

**We hebben geen mobiele telefoons, elektronische afspeelapparatuur en/of camera's bij ons zonder toestemming van de directie.**

*This is the rule / guideline that we use at both schools regarding use of electronic devices and smart phones. It is shared to all the students, staff and parents of both schools and the folder/  
pamphlet is called: "That's how it's done at MPC / Sundial School."*

**We are proud of what we all are doing in the two schools: The way we work, the perseverance we show. We want to adhere to nowadays quality requirements of what good education is and should be. Foremost we will like our staff and students to promote excellence at both schools.**

Unfortunately we had some incidents at both schools the last couple of weeks where the incident was filmed and shared on social media. We strongly regret these incidents. However, equally serious is the misuse of the devices by students when they film the incident and share that with other people via whatsapp, Facebook or whatever other social medium. As far as we can go: the consequences will be strict to those students. Some of them are suspended for a couple of days and repetition of this can even lead to expulsion. Any filming on the campus without approval can lead to suspension.

I would like to ask all mentors to discuss with their students the seriousness of filming without approval in and around the campus/ classrooms. It is also important to note that bringing your own device to the school can be a very powerful tool to improve on the quality of learning. However, devices can only be used after formal approval or upon request of the individual teacher/ management. The only good reason for using the device at school is for educational purposes.

At Sundial we have some slight differences to MPC, as the whole development of bringing your own device still should be developed. The capacity of our digital network should be expanded also.

### **Underneath you will find the guidelines related to Sundial School:**

- Students are not allowed to bring or use mobile phones or their own personal Electronic games or devices during school hours unless explicitly mentioned by Management of the school.
- While Laptops and tablets can be used as learning tools they must be brought in to the School's Tech Team to be registered and the devices can **only** be used for school-related tasks in the classroom with the permission of the class teacher.

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- Liability for any loss, damage or theft of any device is **NOT** under any circumstances the responsibility of the staff or Management of the school.
- Children who need to contact home for emergencies during school hours may do so through the school Coordinators or Secretary (using the school landline phone). Any other calls will come at a cost of \$0.50.
- In keeping with the **No Mobile Phone Policy** please be aware that the use of mobile phones/electronic devices are also not permitted during school planned activities such as WEP, Career Fair, etc.

**Any student who brings a mobile phone or electronic device to school risks having it confiscated and not returned until a Parent/Guardian collects it.**

On behalf of management of MPC and Sundial School,

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