



Brackenhurst Primary School

E-Learning Tablet/Handheld Computer Devices Policy

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January 2014

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April 2016

Brackenhurst Primary School

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1. Preamble

“The purpose of teaching is to open up the mind; to challenge preconceptions; to destabilise everyday truths; to sharpen the capacity to question; to broaden the scope of what is known; to instil the habits of thought and to open up the sheer joy of learning” (Jansen, J, 2013, p. 54).

Children are rapidly advancing to an age where electronics are vital in their daily lives and future; therefore to ensure quality teaching and learning takes place we need to adjust our pedagogy and methodology to comply with the needs of the students. Students will be able to get educational content in a format on tablets that are easily accessible, updated regularly and ensure the ‘sheer joy of learning’. In the age of computers and technology, e-learning is a vital element of the school curriculum and the use of tablet/handheld computer devices prove to be the most prevalent tool.

2. Mission Statement

Brackenhurst Primary School is passionately educating today...for tomorrow

3. Purpose of this Policy

This policy contains the procedures and rules regarding the use and possession of the electronic learning tablet/handheld computer devices on the school property and in all rooms of the school.

The purpose of this e-learning tablet/handheld computer device policy is:

- To promote the use of tablet/handheld computer devices to enhance teaching and learning.
- To ensure that the tablet/handheld computer devices are used to their full academic potential and capacity in a safe and secure environment.
- To ensure that Brackenhurst Primary School applies the implementation strategies of from the White Paper on e-education.
- To ensure that the students know their rights and responsibilities in relation to e-learning. “Children have rights but they also have responsibilities. Rights are things that you are free to do and responsibilities are things you are expected to do.” (The Children’s Act Explained). To ensure that students and parents/guardians understand that action may be taken against them if they contravene the Code of Conduct.

4. Legislative Framework

The Constitution of the Republic of South Africa
The South African Schools Act 84/1996
The Children’s Act
White Paper on e-Education Notice 1922 of 2004

5. Code of Conduct

5.1 Students-

- E-learning tablet/handheld computer devices may not be used during breaks and/or before school.
- Students need to understand that all tablet/handheld computer devices are for an educational purpose and should be used accordingly.
- No student is allowed to download, share and/or view pornographic or explicit sexual material. If pornographic material or explicit sexual material is shared, viewed or downloaded, it will be dealt with according to the schools disciplinary system and the tablet will be formatted.
- Any active or inactive participation in the sharing, viewing and/or downloading of inappropriate sites, etc... will be dealt with accordance to the schools disciplinary system and the tablet will be formatted.
- Students are not allowed to take, share or send nude 'selfies' or photographs. It will be dealt with according to the schools disciplinary system and the tablet will be formatted.
- Students are expected to inform an educator if other students are visiting inappropriate sites during school hours. If a student does not report it and knew about it, it will be dealt with according to the schools disciplinary system.
- Games that are not of educational substance may not be played during class time. If a student is caught playing games in class or during teaching time, he or she will receive a level one demerit.
- Students are responsible for knowing how to properly operate their tablet/handheld computer device and are responsible for the care of their device and trouble shooting. Brackenhurst Primary School staff cannot be held liable for damage should a learner mishandle the device for which it was intended. All necessary instruction will be given to learners during lessons on how to precede on the device to best get the full benefit of the lesson but ultimately, final control of the device remains with the child.
- All devices need to have a fitted protective cover and need to be labelled.
- When students are not using the tablet/handheld computer, it should be packed securely in its cover and placed carefully into their bags.
- Students are not allowed to hold the device while walking on the corridors etc... Please be aware that after school, students should not play with or openly display their device as they are making themselves a target for crime.
- Students are responsible for understanding and adhering to all copyright requirements related to digital media/apps and the use of the tablet/handheld computer devices and software.
- Students are not allowed to share or download any digital media, e.g. music or videos that have been illegally downloaded onto the tablet/handheld computer.

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- Students must understand that while at school the internet access is limited at a student internet access level. Hacking of the system or trying to do so, will be addressed accordingly in conjunction with the school's discipline system.
- The use of 3G cards or any other Wi-Fi connections that are not part of the school's restricted site will not be permitted while on school property, including the downloading of any material whatsoever. Should a student be caught using their 3G connectivity on their tablet/hand held computer device, the 3G card and tablet will be confiscated for a period of one week and they will use hard copy text books. With that said, no child is allowed a 3G card at school.
- Students are to ensure that their tablet/handheld computer device is fully charged as they will not be allowed to charge them on the school premises. It will be classed as a level one offence after a first warning. Should the device not be operable for whatever reason, the student will have to do without it and loan a hard copy text book for the day. Students are not permitted to share devices for security and safety reasons.
- Educators and school management reserve the right to delete any games, pictures, videos, etc... that use memory reserved for educational purposes.
- E-mailing, messaging or taking photos or video recordings during class time, break, before or after school is not permitted, unless otherwise stipulated or controlled by the educator.
- No 'selfies', taking photos or video recordings are allowed to be taken on the school premises.
- Educators reserve the right to inspect the students' tablet/handheld computer device at any given time for the protection of the child and other children.
- Brackenhurst Primary School promotes a bully-free ethos and therefore any form of cyber bullying would not be tolerated and will be dealt with severely in accordance with the discipline policy of the school.
- While the school will put as many systems in place as possible to ensure the safety of the tablet/handheld device, the onus also rests with the student not to be negligent and leave their tablet/handheld device lying around unattended.
- Students are expected to adhere strictly to the protocols which have been put in place before school, during breaks and after school to ensure the safety of the tablets/handheld computer devices.
- Every learner is encouraged to own a device so that he/she will derive full benefit from the learning experience.
- In certain circumstances, hard copies will be issued to those without a device; however, this concession will be phased out as Brackenhurst Primary is committed to the environment and sustainable products.
- If a tablet is broken or stolen, a letter needs to be written by a legal guardian stating that the tablet is in for repairs or that it will be replaced.
- If a tablet was stolen or broken we will issue a hardcopy textbook temporarily until it is replaced, however this will be limited to a maximum of three weeks. The day that the new device is returned or repaired, it is the child's responsibly to download the textbooks, with

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the assistance of our site champion who is in the staffroom every day from 08:00 to 14:00.

- We will not issue a hard copy book to a learner who has paid the e-learning levy as we have had to pay for the e-learning electronic book, excluding the above mentioned statement.
- Students are not allowed to tamper with the Brackenhurst Secured Wi-Fi settings on their tablets. All that is required is to turn the Wi-Fi on and off, as the Brackenhurst Wi-Fi connection will connect automatically when it is turned on.
- Students are not allowed to be active on any social media applications.

5.2 Parents

- Parents are to regularly inspect their child's tablet/handheld computer device to ensure that no illegal or inappropriate content has been downloaded.
- Parents need to instil reasonable disciplinary measures at home with regards to assisting in the care and security of the tablets.
- Parents need to ensure that the tablets/handheld computer devices are fully charged before the child attends school on each school day.
- Parents are to ensure full supervision when students are allowed to use unrestricted internet facilities at home or places other than in school.
- Parents are responsible for insuring the device with a company of their own choosing and all tracing elements and records such as purchase documents, serial numbers etc... should be kept on hand by the parent of each learner.
- Parents are to ensure that there is an anti-virus on the tablets and that this is regularly updated.
- It is the parents' responsibility to prepare children for safely living in the digital world. It is up to the parents to navigate and continuously do random checks on the directory of their child's device. Children need to learn and practice filtering and decision-making skills that are reinforced at school and at home.
- Parents are prohibited from dropping off handheld devices during school hours.

5.3 Educators

- Educators need to ensure that the tablet/handheld computer devices are utilized to their full academic potential when conducting lessons.
- Educators need to adhere to the protocols which have been put in place to ensure the safety of the tablets/handheld computer devices.

6. Security, safe keeping and control of the devices

Brackenhurst Primary School staff and School Governing Body Members are not liable for theft and/or any damage caused to the tablet/handheld computer devices. However the following procedures will be put into place to assist in the security, safe keeping and control of the devices:

- The school will be opened every school day morning from 07:15 to 07:45 for students to place their bags gently in their allocated row (per class) and leave the area allocated immediately. Students will not be allowed to enter the allocated area again until 07:45.

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- At 07:45 the students will meet outside the allocated area on the field in their grades and will be led with an educator to fetch their bags.
- Before 07:15, it is the responsibility of the child to ensure the safe keeping of the tablet/handheld computer device. The onus is on the learner not to leave their possessions unattended. They may not ask a fellow learner to look after their possessions as there is no guarantee of responsibility.
- An educator and a school management team member will be on duty every morning from 07:15 to 07:45 on the field. Should a teacher not be on duty any reason earlier than 07:15, learners may not leave their cases in the allocated area but are to keep their cases with them until the educator comes on duty at 07:15.
- In the event of rain in the early morning the children will be instructed to place their bags in the hall.
- Before first and second break, the bags will be locked in the educator's classroom for safe keeping.
- No students will be allowed in the classrooms during breaks for any reason whatsoever, nor will educators give the keys of their classroom to any child for any reason whatsoever.
- Contingency plans have been made for those learners attending co-curricular activities. The learners are to heed the secure areas as instructed by the coach. Should learners choose to leave their bags unattended during this time; they do so at their own risks.
- It is recommended that the tablet/handheld computer devices not be left in a vehicle in case of theft and/or extreme temperatures.
- No person connected with the school will be held responsible for handheld devices after close of school at 14:00. The onus will be on the learner to look after their belongings while waiting for transport.

E-learning tablet/handheld devices policy return slip

I _____ parent/guardian of _____ (student's name) in grade ____ have read and understood the contents of the e-learning tablet/handheld devices policy with my child and pledge to abide by the rules contained herein.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

REFUSAL TO SIGN THIS POLICY DOES NOT EXEMPT THE CHILD FROM THE RULES CONTAINED HEREIN. ALL RULES WILL STILL APPLY TO ALL CHILDREN ATTENDING BRACKENHURST PRIMARY SCHOOL.