

## POLICY REGARDING TELECOMMUNICATION

### THE GOVERNING BODY 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 governing body as needed.
- Learners may not receive telephone calls, but messages can be left with the secretary.
- Private faxes can be set for a fee as determined by the governing body.
- Official faxes 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.

**FAX MACHINE**

- All faxes received or sent should be signed by the secretary.
- The secretary should send the community’s faxes.
- The first five faxes received by educators (personal matters) should be free. After that the usual tariff should apply.
- The principal should check the fax register weekly.

**COMPUTER  
COMPUTER 1 OFFICE**

- Only the principal and the administrative officer should use this computer.
- 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.

SIGNED AT ..... ON THIS ..... DAY OF

.....200...

PRINCIPAL..... DATE ...../...../200...

CHAIRPERSON (SGB)..... DATE ...../...../200...

EDUCATOR.....

SECRETARY.....