



CHIVIRIKANI PRIMARY SCHOOL

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SCHOOL POLICY

Telecommunications

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

Control Telecommunications at School

USE OF SCHOOL TELEPHONES

- Telephone calls are for school administration and departmental issues.
- Calls to cellular telephones should be limited to a minimum.
- Permission must be obtained from the principal and financial officer for any urgent private calls by educators and non-academic staff.
- Educators and non-academic staff should be called to the telephone only in the case of very urgent calls.
- All calls must be recorded in the telephone register.
- The register of calls as well as accounts must be submitted to the Governing Body as required.
- Messages for learners can be left with the Secretary.
- Private faxes can be sent at 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 of instruments should be set to a sound that does not disturb others.
- During meetings cell phones should be set on silent.
- Learners are not allowed to have cell phones in class.

FAX MACHINES

- 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.
- Any fault should immediately be reported to the principal.
- Office administration 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 computer should be switched off properly at the end of the day by the last person using it.
- Documents should only be printed once per day.
- Extra copies should be made on the photocopying machine.
- The computers may not be removed from the venue.

