



ST JOHN'S COLLEGE ELECTRONIC DEVICES PROTOCOL

Purpose: *The use of digital academic devices is deemed necessary to assist students in enhancing their educational experience and potential. The purpose of this policy is to clarify the usage of digital devices during the academic programme and more specifically in lessons during the school day (7h20 to 14h00). General use of all devices and the St John's network is governed by the school's Code of Conduct and Acceptable User Policy (AUP)*

Policy Guidelines:

- 1) Students who choose to bring a smart device (cellphone or smart watch) onto campus must lock these in their designated locker before the school day starts (before roll call at 07:20).
- 2) Students who arrive late to school must lock away their smart devices before proceeding to Monday House meetings, Tuesday Hymn Practice, Wednesday Lesson 1, Thursday Chapel or Friday Amphitheatre. If the student's locker is inaccessible, they should immediately hand their devices to the School Secretary for safekeeping.
- 3) No smart device may be accessed by students or seen by staff between 07:20-14:00 on Mondays to Fridays, and 07:20-13:15 on Wednesdays.
- 4) Boarders will lock away their smart devices from 21:30. Seniors may be on occasion be granted some leeway in this regard at the discretion of the Housemasters.
- 5) Smart devices usage at school events after school hours, such as cultural performances and sports events, is strongly discouraged and may be banned depending on the nature of the event.
- 6) In the event of a genuine emergency during the school day, students may phone a parent from the School or Reception Secretary's office. Parents can convey a message via the school switchboard. Housemasters will not convey messages of a non-urgent nature.
- 7) Other devices (tablets and laptops) are to be used appropriately for approved educational purposes only. Inappropriate use which wastes time or is not relevant to the task at hand (e.g. gaming, engaging on social media, WhatsApp or other messaging platforms, etc.) may result in the device being confiscated or the student losing the right to bring the device to school.
- 8) Devices such as laptops and tablets may not be used at breaks unless students are engaged in academic-related work. This is to encourage students to spend time engaging face-to-face during breaks.
- 9) Under no circumstances may students walk around campus at any time, with earphones or earbuds in their ears. This includes walking between classes and during tea and lunch.

- 10) All devices brought to school will be entirely at the student's own risk and the School cannot be held responsible for any damage/loss/theft. School insurance does not cover students' property.
- 11) Larger lockers are available free of charge for students to lock away their tablets or laptops when not in use or after the academic day while students are at extramural activities.
- 11) Tablets and laptops are not allowed to be used in the dining room during tea or mealtimes. In the case of boarders, this includes the use of smart watches and cell phones at dinner time. In other words, the dining room is a device-free zone at all times.
- 12) Staff are expected to refrain from using their cell phones in class for non-academic purposes.
- 13) When a staff member sees a student in possession of a smart device during the academic day, they will instruct the student to hand it to their Housemaster immediately. Repeat offenders will have their devices confiscated for progressively longer periods of time.
- 14) Staff are expected to communicate in advance during which lessons they want students to bring a laptop or tablet to class.
- 15) During examinations, all electronic devices are to be locked away before students proceed to their examination venues.

Sanctions for being in possession of a cellular phone or smart watch during the academic day.

1st incident: Phone or smart watch is confiscated, tagged and locked in the safe in their Housemaster's office for the student to retrieve after three days. Saturday detention issued.

2nd incident: Phone or smart watch is confiscated, tagged and locked in the safe in his Housemaster's office for the student to retrieve after five days. Two Saturday detentions issued OR Community Service

3rd incident: Phone or smart watch is confiscated, tagged and locked in the safe in his Housemaster's office for the student to retrieve after ten days. Housemaster's Disciplinary hearing, conversation with parents.

Any further incidents of a student having their phone or smart watch with them during the academic day will result in a formal school Disciplinary Council hearing.

(Revised November 2025)

Signature of student: _____ Date: _____