



PUPIL CELL PHONE USAGE POLICY

RECORD MANAGEMENT					
Document Name RBHS – Pupil cell phone usage policy					
Revision Number	Date Published	Synopsis	Owner	Role	Retention
V20260119	19 January 2026	As adopted by the School Management Team	Rodwin de Klerk	Head of Discipline	2 years from adoption

This policy will be next reviewed in: **June 2026**

GENERAL PRINCIPLES:

At Rondebosch Boys' High School, we understand that cell phones serve as valuable communication tools, enabling pupils to stay connected with parents and emergency contacts before and after school hours, as well as facilitating coordination of extracurricular activities and emergencies. Nonetheless, cell phones can also pose distractions, disrupt classroom focus, and excessive cell phone use can detract from social engagement, interpersonal skills and well-being.

In light of the above, it is the school's decision that no cell phones and accessories may be used during the school academic day from 07H50 until 15H00 from Monday to Thursday, and from 07H50 until 12H35 on a Friday. This means that no cell phone should be visible at any point during the school day, which includes the times that learners are in class and also during break times.

We understand that parents, staff and sport coaches/managers will need to communicate information to the pupils, but this communication must be done via Google Chat and/or email as per the schools' communication policy. Grade 8-11 learners all now have iPads and they will be able to use these to communicate with their parents, staff, and sport coaches/managers amongst others. In the case of an emergency or if a boy needs to phone their parents, they can use the land line at the reception desk, where the secretary will assist them. In an emergency, where parents need to get hold of a pupil, they can contact reception and the boy will be called to the office via the intercom.

We would strongly encourage that pupils who do not need a cell phone after school hours leave their phones at home. However, we do realise that a cellphone may be required to contact parents/lifts/Uber's etc. following their extra-curricular programmes. If the boy therefore carries his cell phone on his person during the academic school day when he may not use it, he is solely responsible for that device and its safekeeping. The relevant sanctions will apply, as explained later in this document.

KEY TERMINOLOGY

The term "School academic day" is mentioned a few times in this document. Cell phones may not be used during this time at all.

- The academic day is inclusive of any time between 07:50 and 15H00 on Mondays to Thursdays and from 07:50 until 12:35 on a Friday.
- This includes when learners are in classrooms during registration periods as well as teaching lessons and when they are in the corridors or any part of the school campus.
- This also includes all breaks during the day and classes which are substituted and outings and activities under school authority during the school day.

TUCK SHOP/CLOTHING STORE PAYMENTS

- We understand that some pupils use their phones to pay for items at the tuck shop and the clothing shop.
- Although we would encourage other methods of payment, to avoid the distraction of the phones, we will allow the pupils to continue using the phone to pay for items at the tuck shop.
- The expectation is that the pupils only take their phones out once they have been served and are ready to pay for their items. Once they have paid they must put the phone away.
- They may not use the phones while they are waiting to be served. If they are found using the phone for any other reason than to pay for their items it may be confiscated and the appropriate sanction will apply.

SANCTIONS

Level 1 - First Offence

The confiscated cell phone will be placed in an envelope with the pupil's information on it and will be taken to the reception desk at the deputies' offices, where the phone will be securely stored. The pupil will receive a weekday detention. The pupils' information will be recorded in the confiscation spreadsheet. An email will be sent to the parent, informing them that they need to collect the phone from the reception desk at the deputy's offices. Collection times are as follows:

- Monday to Thursday: 15:00 to 16:00
- Friday: 12:30 to 14:00
- Alternatively, between 08:00 and 09:00 on any weekday morning.
- Parents who cannot collect phones during these times, must arrange with Mr. de Klerk, for a different collection time
- Boys living the in the hostel, will have to make arrangements with their housemasters, to collect their phone

Level 2 - Second Offence

The confiscated cell phone will be placed in an envelope with the pupil's information on it and will be taken to the reception desk at the deputies' offices, where the phone will be securely stored. The pupil will receive a Saturday detention. The pupils' information will once again be recorded in the confiscation spreadsheet. An email will be sent to the parent, informing them that they need to collect the phone from the reception desk at the deputy's offices. Collection times are as follows:

- Monday to Thursday: 15:00 to 16:00
- Friday: 12:30 to 14:00
- Alternatively, between 08:00 and 09:00 on any weekday morning.
- Parents who cannot collect phones during these times, must arrange with Mr. de Klerk, for a different collection time.
- Boys living the in the hostel, will have to make arrangements with their housemasters, to collect their phone

Level 3 - Third Offence

The confiscated cell phone will be placed in an envelope with the pupil's information on it and will be taken to the reception desk at the deputies' offices, where the phone will be securely stored. The pupils' information will once again be recorded in the confiscation spreadsheet. The pupil will not be allowed to have their phone at school for a period of 4 weeks or for the remainder of the term if there are fewer than 4 weeks in the term. If there is a need for the pupil to have their phone with them (in arrangement with the parents and the Deputy of Discipline and tone) the pupil will have to drop their phone off at the reception at the deputies' offices at the start of the day where it will be placed in the safe. They will be able to collect it at the end of the day. This will continue each day for the duration of the sanction. They will receive a second Saturday detention. An email will be sent to the parent, informing them that they need to collect the phone from the reception desk at the deputy's offices. A formal letter of warning will be issued and placed on the learners file. Collection times are as follows:

- Monday to Thursday: 15:00 to 16:00
- Friday: 12:30 to 14:00
- Alternatively, between 08:00 and 09:00 on any weekday morning.
- Parents who cannot collect phones during these times, must arrange with Mr. de Klerk, for a different collection time.
- Boys living the in the hostel, will have to make arrangements with their housemasters, to collect their phone

Level 4 - Continued Misuse

- If a pupil has had their phone confiscated for a fourth time during the year, the Head of Discipline in conjunction with the Senior Management Team will decide on a suitable sanction.
- Parents will be called in for a meeting with the Head of Discipline, where this sanction will be discussed and implemented.

Note: The records will reset at the start of each academic year.

EXCEPTION FOR 2026 ONLY

We realise that the Grade 12 pupils of 2026 is the only grade that does not have iPads. We acknowledge that the Grade 12 pupils would need to be able to communicate with teachers/coaches during the school day as the need arises. They will also need to access information posted by teachers and coaches. From 2027, all grades will have iPads and so this exception will fall away at the end of 2026. The following exceptions apply to grade 12 pupils for this year only:

- Grade 12s under the instruction of teachers (and for academic purposes only) may use their phone to check work instructions on Google Classroom or complete an instruction given by the teacher.
- The grade 12s will be allowed to check their app to access their timetable to see which classes they have next.
- The grade 12s will be able to check for messages from teachers/coaches on Google Chat during the first 5 minutes and last 5 minutes of break.

Note: Cell phones and accessories may not be used for any other purposes as mentioned in the above points. The sanctions mentioned above, will be applicable if they are.