



INTERNATIONAL SCHOOL OF CAPE TOWN

Cell Phone and Personal Device Policy

Policy owner	ISCT
Review	November 2025
Next review	2028

Version Control

Version Number	Date
Version 1.0	November 2025 - SLT approved

If you have questions about how to interpret this policy, please email principal@isct.co.za
Or the Policy Owner - As above



ISCT Cell Phone and Personal Device Policy

Introduction

At the International School of Cape Town (ISCT), we recognise that mobile phones and personal electronic devices are an integral part of modern life and communication. These tools can be valuable when used appropriately, but they also have the potential to distract from learning, reduce meaningful social interaction, and compromise privacy or safety if misused.

This policy has been developed to support a respectful, focused, and technology-responsible school culture. It aligns with the school's Acceptable Use Policy (AUP) and our broader commitment to digital citizenship, wellbeing, and academic integrity.

The guidelines below aim to:

- Maintain a learning environment that is free from unnecessary digital distractions.
- Promote responsible, ethical, and educational use of technology.
- Ensure consistency and fairness in how phones and personal devices are managed across the school.
- Support students in developing balanced habits around technology use in preparation for life beyond school.

Purpose

This policy outlines expectations for the responsible use of mobile phones, earphones, and personal electronic devices at the International School of Cape Town (ISCT). It aims to:

- Support a focused, respectful, and safe learning environment.
- Minimise digital distractions during the school day.
- Reinforce the Acceptable Use Policy (AUP) governing the use of all ICT devices and networks at ISCT.

Scope

This policy applies to **all students** from Year 1 to Year 11 and covers all **personal digital and communication devices**, including:

- Cell phones
- Smart watches
- Tablets and laptops (including school-issued iPads)
- Earphones, earbuds, or headphones (wired or wireless)

The policy is to be read in conjunction with the **ISCT Acceptable Use Policy (AUP)**, which applies to all digital conduct on and off campus when representing the school.



Primary School

- Primary students **may not bring cell phones** to school.
- If a primary student brings a phone to school, it must be handed in at Reception and will be returned at the end of the day.
- Smart watches with communication or camera functions are treated as phones and must be handed in on arrival by any primary students who wear these to school.

High School (Years 7–11)

1. Bringing Phones to School

- Students may bring cell phones to school but must **secure them in an ISCT-designated phone pouch**.
- The first pouch is provided at no cost. Lost or damaged pouches must be replaced at a cost of **R450**.
- Pouches must be **clearly labelled** with the student's name.
- Pouches will only be provided for students in possession of cell phones. It is up to the student to inform the IT department when they require one and failure to do so will be dealt with according to the School's disciplinary code.

2. Daily Procedure

1. Students unlock pouches on arrival.
2. Phones are set to silent or turned off and placed in the pouch before the start of tutor time.
3. Pouches remain **locked throughout the school day**.
4. Students may unlock pouches after **14:50** at the authorised release stations.
5. After school, pouches should be **locked again and stored safely** in bags to protect the magnetic mechanism.

3. Access and Communication

- Students may **not access phones during the day** unless specific permission is given by a teacher or senior staff member.



-
- Parents needing to reach a student must contact the school office.
 - Students feeling unwell must speak to a teacher or Head of High School before contacting parents for early dismissal.

Earphones and Audio Devices

- These expectations align with those set out in the **AUP Section 5.1 (17)**: *“Earphones only to be used when instructed to by a teacher.”*
- **Earphones, earbuds, or headphones may not be used during lessons** unless a teacher grants explicit permission for a learning-related activity.
- **No earphones or earbuds may be worn or visible anywhere around the school** during the school day, including corridors, playgrounds, and break areas, unless this is part of a learning accommodation and is requested by the SEN Coordinator.
- This rule applies to all audio devices - whether wired or wireless.

Disciplinary Measures

- **No Pouch, No Phone:** Students who fail to bring their pouch must hand their phone to the Principal’s office until the end of the day.
- **Phone violations:** Phones found outside of pouches will be confiscated and behaviour is addressed in line with our Code of Conduct and disciplinary framework.
- **Earphone violations:** Earphones seen or used without permission will be confiscated for the day.
- **Repeated or serious breaches** (including damaging pouches or tampering with school ICT systems) may result in disciplinary action under the school’s Code of Conduct, including temporary suspension of device privileges.

Lost or Stolen Devices:

- The school is not liable for loss, theft, or damage of personal devices brought to campus.
- Students must ensure devices are stored securely.



Monitoring and Data Protection:

- The school may monitor device and network activity for safety and policy compliance.
- Any personal information obtained through monitoring will be handled in accordance with the Protection of Personal Information Act (POPIA).

Parent Support and Responsibility:

Parents and guardians are expected to:

- Reinforce responsible and balanced technology use at home.
- Support the school's "No Pouch, No Phone" rule.
- Understand that students under 13 may not participate in age-restricted social media platforms (e.g., WhatsApp, Instagram, Snapchat).
- Report concerns about inappropriate or unsafe digital use to the school.

Review

This policy will be reviewed every three years to ensure alignment with current technology practices and student wellbeing goals.

To be signed by all new students and Year 7 students before bringing a phone on campus:

Acknowledgement:

I, _____ (student name), have read and understood the ISCT Cell Phone and Personal Device Policy. I agree to follow all rules stated herein.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____