



Mandisa Shiceka SOS

Maths, Science and ICT

Focus: Mining and Manufacturing

LEARNER CODE OF CONDUCT POLICY

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VISION

- **Every learner feels valued and inspired in our innovative education system**

MISSION

- **Our mission is to make sure that every learner develops an extraordinary knowledge, skills, values and attitude in the following academic disciplines i.e. Mathematics, Physical Sciences, ICT and other subjects provided by the school**
- **The learners are expected to leave the school with an outstanding matric and multiple certificates that will afford them an opportunity to participate.**

PREAMBLE

The code of conduct is aimed at establishing a disciplined and purposeful environment, dedicated to the improvement and maintenance of the quality of the learning process at Mandisa Shiceka School Of Specialisation, ensuring quality learning whilst providing guidelines for appropriate and exemplary behaviour.

Nothing contained in the South African Schools Act exempts a learner from the obligation to comply with the code of conduct of the school attended by the learner.

While the state has an obligation to make education available and accessible, this must be complemented by the commitment and acceptance of responsibility by the other partners in education, namely the learners, the educators and the parents.

The code of conduct should promote a culture of reconciliation, teaching, learning and mutual respect, and the establishment of a culture of tolerance and peace in the school.

The code of conduct must be read in conjunction with the drug policy.

PURPOSE OF THE POLICY

The overall purpose of the policy is to ensure that the school is safe for all and to ensure effective teaching and learning takes place seven hours a day, every day. Effective measures are therefore employed to address issues related to discipline, drugs, dangerous objects, violence, bullying, rape, assault, sexual abuse, theft and robbery, use of technological devices.

OBJECTIVES OF THE POLICY

The objective of the policy is to:

- Promote a safe school environment where effective teaching and learning can take place on a daily basis.
- Declare the school as a Violence and Drug free zone, whilst ensuring no rights are violated.
- Put in place measures for the prevention of violence, sexual harassment, rape, abuse, assault, bullying (including cyber bullying) and gangsterism.
- Put in place structures to co-ordinate School Safety Programmes and to sustain such structures.
- Clearly set out the roles and responsibilities of the various stakeholders in the pursuit of a safe school environment.
- Put in place clear protocols for the recording, reporting and management of incidents.
- Applying appropriate and effective corrective measures to ensure recurrence of antisocial behaviour is avoided.

SCOPE OF APPLICABILITY

This policy applies to all learners, staff members (CS and PS) and governing body of Mandisa Shiceka School Of Specialisation. Matters related to the Occupational Health and Safety Act are excluded from the application of this policy.

LEGISLATIVE FRAMEWORK

- The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), as amended
- The South African Schools Act, 1996 (Act No. 84 of 1996), as amended
- Regulations for the Safety Measures at Public Schools, Government Notice No. 1040, October 2001, as amended
- Employment of Educators Act, 1998 (Act No. 76 of 1998), as amended
- The South African Council of Educators, 2000 (Act No. 31 of 2000), as amended
- Legislative Framework C.7/2012
- Educator Law Amendment Act, 2007
- Fire Arms Control Act, 2000 (Act No 60 of 2000)
- Child Care Amendment Act, 1996 (Act No. 96 of 1996)
- Children's Act, 2005 (Act No 38 of 2005)
- Children's Amendment Act, 2007 (Act No 41 of 2007)
- Sexual Offences Act, 2007 (Act No 32 of 2007)
- Public Service Act, 1994 (Act No of 103 of 1994), as amended
- Drugs and drugs trafficking Act, 1992 (Act No 140 of 1992)
- Guidelines for the Prevention and Management of Sexual Violence & Harassment in Public Schools, 2008
- Guidelines and Procedure for Dealing with Suspected and Confirmed Cases of Child Abuse.

GENERAL PRINCIPLES

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, the Representative Council of Learners (RCL), all members of staff and visitors to the school.
2. Learners are expected to abide by the school rules with regard to appearance and behaviour when representing the school both during school hours and after school hours, at school and away from school. Learners may not say or do anything that will discredit themselves or the school.
3. No learner has the right, at any time, to behave in a manner that will disrupt the learning and teaching activity of other learners, or will cause another learner or educator physical or emotional harm.
4. The school will contact parents/guardians when a learner's behaviour becomes a cause for concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

SCHOOL UNIFORM AND GENERAL APPEARANCE

Learners are expected to wear the official school uniform and appear neat and tidy at all times.

1. No additions to the uniform that are not in accordance with the regulations will be allowed (e.g. beanies).
2. During events that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight-fitting clothes, clothes that are see-through and/or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.
3. Only learners who have applied, submitted relevant supporting documents and received the necessary permission from the School Governing Body, may deviate from official school uniform for religious, cultural and health reasons in accordance with the preamble of this Code of Conduct.

DRESS CODE FOR ALL LEARNERS

GIRLS' UNIFORM

- Mask – Learners may only wear cloth masks – **NO** buffs or surgical masks, according to the SOPS instructions from GDE. (Optional)
- Black lace up / bar shoes
- White school socks
- Grey skirt: not tapered
: length 6cm from floor front and back, when kneeling
- Plain white long/short sleeved shirts
- School tie knotted so that tip touches waist band of skirts/trousers
- School jersey
- School blazer
- School caps / peaks (optional)
- Grey flannel ladies' trousers : not tapered
: not shortened
: no zips on leg or pockets
: grey belt / black belt
: grey school socks
- Tracksuit tops **UNDER** blazer only in the **WINTER**.
- **WINTER** : school scarves, maroon/grey gloves, black stockings
- School beanies / no ear muffs (**WINTER**)

HAIR

- NATURAL coloured hair: no bleach and no highlights
- If it touches shoulders, must be tied up: low, high ponytails, pigtails
- Black, Grey or white ribbon / headbands
- No hair jewellery at all
- No head scarves / headache bands
- Buns or Bollas to back of head – reasonable size
- Dreadlocks must be properly styled against the head

JEWELLERY

- Wristwatch
- Medic-alert bracelet / chains
- Earrings **ONLY** silver or gold studs / small sleepers / no bling: 1 earring per ear lobe in lowest hole
- No beads / bangles / rubber or leather wrist bands
- **NO** other visible piercings, covered or uncovered
- **NO** visible tattoos
- **NO** rings

MAKEUP

- No face / eye makeup EXCEPT a base to cover bad skin
- ONLY colourless, clear nail polish
- Nails neat, clean and no claws

BOYS' UNIFORM

- Mask – Learners may only wear cloth masks – **NO** buffs or surgical masks, according to the SOPS instructions from GDE. (Optional)
- Learners may **NOT** wear buffs.
- Black lace up shoes
- Grey school socks
- Grey flannel trousers : may not be tapered
: may not be shortened
: no zips in pockets or legs
- Trousers are too narrow if the learners cannot sit cross-legged comfortably
- Grey or black belt
- Plain white long / short-sleeved shirts
- Grey or black plain buckled belts
- School tie knotted so that bottom of the tie touches the belt
- School jersey
- School blazer
- School caps / peaks (optional)
- **WINTER** : school scarves, Grey gloves
: track suit tops **UNDER** blazers
: school beanies / no earmuffs (**WINTER ONLY**)

HAIR

- Hair must be clean and neat
- NATURAL coloured hair : no bleach
: no highlights
- The comb-over style: length of the comb-over may **NOT** touch the ears
- Braids must be against the head: no tails
- Dreadlocks must be properly styled against the head
- No ponytail
- No close side and back shave with wild untidy tops

JEWELLERY

- Wristwatch
- Medic-alert bracelet / chains
- No beads, rubber / leather bangles
- No visible piercings covered / uncovered
- **NO** visible tattoos
- **NO** visible rings
- **NO** earrings

VALUABLES AND PERSONAL BELONGINGS

The school will not be held responsible for theft of or damage to personal belongings on school premises (such as electronic devices, bags, books and clothing). This includes during class lessons, PT lessons and after school activities.

If a parent requests a learner to pay school fees on his/her behalf, such school fees should be paid before the start of the school day.

GENERAL RULES

1. Loitering and/or playing in and around the corridors, stairwells and toilets is forbidden.
2. All litter must be placed in refuse bins or wastepaper baskets.
3. Wilful damaging, vandalising or neglect of school property and the property of others, either by writing or by a physical act, is prohibited.
4. Theft of school and private property is prohibited and may lead to prosecution.
5. Any act of cheating in classwork, homework, informal and formal tests or internal or external examinations are prohibited.
6. Copying of and/or borrowing another learner's work is forbidden, unless under instruction from a teacher.
7. Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.
8. The timeous handing in of work is the responsibility of each learner.
9. Learners who fail to produce a medical certificate for absenteeism during formal examinations/tests/assessment tasks may receive a mark of "0" (zero) for the particular examination/test/assessment task. Such certificates need to be handed in on the day the learner returns to school after convalescence.
10. Parents are reminded that it is compulsory and academically essential that learners write all exams as specified on the official timetable. Exceptions have to be applied for to the Principal by appointment.
11. Learners must respect the beliefs, culture, dignity and rights of other learners, as well as their right to privacy and confidentiality.
12. Language that is seen as derogatory, defamatory, libellous, abusive, insulting, contemptuous, pejorative, discriminatory or racist is prohibited.

13. Any act that belittles, demeans or humiliates another learner's (including but not limited to) culture, race or religion is prohibited.
14. All learners have the right to an education free of interference, intimidation and/or physical abuse.
15. Learners are obliged to respect the property and safety of other learners.
16. Fighting or threatening of other learners is forbidden.
17. Learners are expected to respect those learners in positions of authority. A learner who is in a position of authority will conduct him/herself in a manner befitting someone in authority. He/she will respect the rights of other learners and will not abuse such authority bestowed upon him/her through his/her position.
18. The carrying, copying and/or reading of offensive material is prohibited.
19. Learners must keep clear of areas that are indicated as out of bounds. These include:
 - the school motor vehicles' garage;
 - tennis courts, netball court, bus garages and surrounding area, except while attending official sports practice and matches or during a lesson while under the supervision of the subject teacher;
 - electrical mains distribution boxes, fire extinguishers and fire hoses;
 - parking lots.
20. All textbooks must be returned to the school on the day of the last examination for every subject. Parents are responsible for the replacement cost of any textbooks not returned to the school. Matric learners who have not handed in all textbooks will not receive testimonials or the school annual yearbook.
21. Learners who urgently need to contact parents must report to the office.
22. Learners who are ill need permission from Grade Heads to report to the school office. Parent/s will be contacted by the office.
23. Learners who arrive late to school must report to the main office and will receive demerits according to the School Code of Conduct.
24. Learners who need to leave school early must get permission from the Grade Heads and then report to the main office to sign out. A letter from the parent is required. Parent must bring along their ID document when they come to collect their child/ children

RULES GOVERNING PUBLIC PLACES

1. The school is a place of safety where laws pertaining to public spaces are applicable.
2. No dangerous objects or illegal substance as defined in the SA Schools Act or the Safety Regulations will be brought onto and/or used on the school property unless authorised by the Principal for educational purposes. Dangerous objects include knives, firearms or any item that could harm a person.
3. No learner is permitted to be in possession of, or to smoke cigarettes or vape while on the school property or while wearing school uniform.
4. No learner is permitted to be in possession of or be under the influence of alcohol on the school premises at any time, or while wearing school uniform.
5. The carrying of and/or consumption of illegal chemical substances, unauthorised substances and drugs is prohibited on the school premises or while wearing school uniform, as this is illegal.
6. No immoral or unseemly behaviour (e.g. sex) on campus.

TRANSPORT

6. The Code of Conduct is applicable when making use of public transport to and from school.

TRANSITIONAL TIMES

School Sections

The school will be divided into 3 major sections during the school day (from the beginning of the day to the end of the last period). This sectioning is based on the junior and senior phases of the school. The sections will function in the following areas of the school:

Unfortunately, the staff cannot be sectioned off perfectly. Therefore, a mixed area is included.

The various sections are intended to assist with the traffic flow issues, Covid Protocols and Discipline issues that we face in managing the school with its large student body.

Before school

- Learners are not allowed to be in or around the Soccer field before school.
- Learners must enter the school from the main entrance of learners.

Arrival of Learners at School

Learners are expected to enter through _____ specific gates each morning which are closest to their designated areas.

Temperatures will still be scanned at the gate and recorded in register classes. The Grade Heads are still responsible for sweeping learners to class with the assistance of the DSSS.

The bathrooms closest to a learner's class may be accessed in the case of an emergency. Otherwise, learners must remain outside their classes until teachers come to their classes and will walk in two lines. _____ in their classes until the end of register.

After school

- Learners are not allowed in the school buildings after school unless they are supervised by an educator. While learners are waiting for transport, they are encouraged to make use of the “Homework Centre” – this has been established to assist academic performance, as well as safety and security of our learners.
- Learners must exit the school through the gate they entered in.

Register Period and Register Teachers

Due to the new location of teachers and the need to keep grades in their designated areas, the current set of register teachers will be reshuffled, and some teachers will be placed in new grades.

Register Period will still run as usual in the morning for daily routines and cycle tests.

Class to class

- Learners are not allowed to use cellphones/devices or any electronic devices between lessons unless they are told to bring them for research and other activities.
- Learners must arrive at the next class promptly, within 5 min of the previous bell.
- Learners must wear blazers/matric jackets between classes. Blazers/matric jackets are to be worn at all times except during breaks when learners are on the fields or in the classroom.

Lesson Periods/Class time

The movement of learners within blocks will still remain the same i.e. the learners will use the arrows to navigate the blocks that they are allowed to be in.

Once more, in the case of an emergency, the learners are allowed to use the bathroom closest to their current class. The DSSS will be assisting in ensuring that learners remain in these blocks.

The Bathrooms that learners are able to use are as follows:

- **B & C Block**
 - Boys: [B & C Block](#) bathrooms (Grade 8 & 9)
 - Girls: [B & C Block](#) bathrooms (Grade 8 & 9)
- **D & E Block**
 - Boys: [D & E Block](#) bathrooms (Grade 11 & 12)
 - Girls: [D & E Block](#) bathrooms (Grade 11 & 12)

- **F & G Block**
 - Boys: [C Block](#) bathrooms (on the tarmac)
 - Girls: [C Block](#) bathrooms (under the C Block)

- **H & I Block**
 - Boys: [H & I Block](#) bathrooms (Grade 10 & 11)
 - Girls: [H & I Block](#) bathrooms (Grade 10 & 11)

- **E Block**
 - Boys: [C Block](#) bathrooms (on the tarmac)
 - Girls: [C Block](#) bathrooms (under the C Block)

- **J & K Block**
 - Boys: [J & K Block](#) bathrooms (Grade 9 & 10)
 - Girls: [J & K Block](#) bathrooms (Grade 9 & 10)

Breaks

- Learners are not allowed within 5m of the perimeter fence.
- Learners are not allowed along the blocks during break.
- No learners may be in the car parks during break.
- No learners are allowed in the school buildings during break.
- No learners will be allowed in classes during break.

Break Time

After school Exit

Learners will exit the school through the gate they entered in.

Late Comers

If learners are late to class at any point in the day, they are required to go to the designated Senior teacher (this is irrespective of the Grade they are in charge of) to collect a late slip before going to class. This Senior teacher will assess whether the learner had a valid excuse or not and issue a slip indicating this or asking the teacher to issue demerits. A learner may also be accompanied by a parent to the office and explain why the learner is late. The Senior teacher in charge of this for each block is as follows:

Below is an example of the Slip that will be required of the Senior teacher to fill in:



PERMISSION SLIP : LATE COMING

DATE : _____

TIME : _____

NAME OF SENIOR TEACHER : _____

NAME OF LEARNER : _____

APPROVED LATE-DEMERITS

NO DEMERIT ISSUED

SIGNATURE

The learner will return this form to the subject teacher who will admit the learner to class and issue demerits, if necessary.

Assembly Points

The learners will be placed in specific areas based on the type of assembly being conducted: The assembly will take place every Friday morning unless there is a need in other days.

Substitution

Teachers that are substituting for another teacher will need to go to the absent teacher's classroom to fill in for them. This means that all staff must ensure that there is a copy of their classroom keys on the board in the staff room/kitchen at all times.

In General

- No earphones, unless explicitly given permission for the use thereof for educational purposes, by a teacher.

RESPONSIBILITIES OF PARENTS/GUARDIANS REGARDING THE CODE OF CONDUCT

The ultimate responsibility for learners' behaviour rests with their parents or guardians. It is expected that parents will:

- a. Support the school, and ensure that their children observe all school rules and regulations and accept responsibility for any misbehaviour on their part; and
- b. Take an active interest in their children's schoolwork and make it possible for the children to complete assigned.
- c. Parents should attend meetings that the school management or governing body convenes for them.
- d. Parents have the right to take legal action against any educator, learner or person who unlawfully violates the constitutional rights of their children, by offences such as inflicting corporal punishment or wilful injury to a child.

DISCIPLINE

1. Discipline must be maintained in the school and the classroom to ensure that the education of learners proceeds without disruptive behaviour and offences. Its goal is to teach and lead learners to be self-disciplined.
2. The disciplinary process must be expeditious, fair, just, and consistent. Where possible, the parent should be informed and involved in the correction of the learner's behaviour. Learners should be protected from abuse by adults or other learners.
3. Restraint is the act of controlling the actions of learners when such actions may inflict harm to others or to the learner, or violate the rights of other learners or educators. Educators may use reasonable measures where necessary to prevent a learner from harming him/herself or others.
4. The South African Schools Act, 1996, empowers school authorities to discipline learners, but it is beyond the law to delegate this authority to fellow learners.

Learners are partners with other members of the school and are not in charge of the school.

5. Every educator is responsible for discipline at all times at the school and at school-related activities. Educators have full authority and responsibility to correct the behaviour of learners whenever such correction is necessary at the school. Serious misconduct must be referred to the Head of Discipline.
6. Any corrective measures or disciplinary action must be commensurate with the offence/infraction. Corrective may become more severe with subsequent repeated infractions. Suspension or expulsion may follow after due process has been correctly followed along with intervention by the GDE.
7. In cases where a learner cannot adjust to the school and where his/her behaviour is objectionable in that it violates the rights of others, he/she will be referred to the Head of Discipline. Through consultation with his/her educators, the school-based support team and the parents or guardians every effort should be made to assist him/her to adjust.

PUNISHMENT

Punishment is a corrective measure, or a penalty inflicted on an offender who has to suffer the consequences of misconduct in order to maintain the orderly society of the school.

Corporal punishment shall not be administered as it is illegal in terms of the Schools Act.

Corrective discipline should follow the demerit system and its processes.

DISPUTE RESOLUTION

- Educators as disciplinarians must resolve disciplinary problems which are not serious enough to be referred to the grade heads or Head of Discipline.
- In cases where learners are involved in gangs, the school will engage the SGB, parents, District and SAPS to deal with the matter urgently.

PREVENTION, PRO-ACTIVE ADVICE, COUNSELLING, PENALTIES AND CORRECTIVE MEASURES

In the case of minor offences, corrective measures may be applied. These measures could include one or more of the following:

- Allocation of demerits, leading to a detention
- a verbal warning or written reprimand by an educator or a Head of Discipline;
- supervised schoolwork that will contribute to the learner's progress at school; the improvement of the school environment, provided that the parents are timeously informed and the security of the child is assured;
- performing tasks that would assist the offended person in rehabilitation and reconciliation;
- replacement of damaged property; and
- suspension from some school activities, e.g. sport, cultural activities, social activities, tours, outings.
- placed in isolation during suspension period.

Suspension should only be considered after every effort has been made to correct the behaviour of the learner.

In the case where teachers observe that learners are struggling, either academically, socially or psychologically, they are encouraged to report this to the Grade teacher, who will consult the SBST in an effort to provide assistance for said learner.

OFFENCES THAT MAY LEAD TO SUSPENSION

Provincial regulations must be consulted in the compilation of a list of offences which may lead to suspension of a learner. Offences that may lead to such suspension include, but are not limited to the following:

- conduct which endangers the safety and violates the rights of others;
- possession, threat or use of a dangerous weapon;
- possession, use, transmission or visible evidence of narcotic or unauthorised drugs, alcohol or intoxicants of any kind;
- fighting, assault or battery;
- immoral behaviour or profanity including having sexual relations on the school property;
- falsely identifying oneself;
- harmful graffiti, hate speech, sexism, racism;
- theft or possession of stolen property including test or examination papers prior to the writing of tests or examinations;
- unlawful action, vandalism, or destroying or defacing school property;
- disrespect, objectionable behaviour and verbal abuse directed at educators or other school employees or learners;
- repeated violations of school rules or the Code of Conduct.
- criminal and oppressive behaviour such as rape and gender based harassment; victimisation, bullying and intimidation of other learners;
- infringement of examination rules;
- knowingly and wilfully supplying false information or falsifying documentation to gain an unfair advantage at school; and
- bad mouthing or disrespecting the school and its reputation in any way.
- sharing offensive material via technology during school hours.

SUSPENSION AND EXPULSION

A governing body may, after a fair hearing, suspend any learner who has been found guilty of contravening stipulations of the Code of Conduct:

- for a period of one week; or
- for a reasonable period not exceeding one week, pending a decision by the Head of Department on the recommendation of the governing body as to whether or not the learner is to be expelled from the school.

A learner who has been expelled, or his/her parent, may appeal against the decision of the Head of Department to the Member of the Executive Council, within seven days of the decision to expel him/her.

In cases of a disciplinary transfer, the Head of Department must find a school place for a learner until the learner is beyond compulsory school-going age, as the right of a learner to basic education cannot be violated.

All decisions leading to suspension or expulsion must take cognisance of applicable laws, e.g. a learner whose parent is unable to pay the school fees determined by the governing body may not be suspended from classes or expelled from the school.

DUE PROCESS

The South African Schools Act makes provision for due process including a fair hearing before a learner may be suspended from the school by the governing body. However, the school may suspend a learner in the following instances:

- learner behaves violently and threatens the safety of other learners.
- learner may interfere with the investigation.

Any learner alleged to have violated any rule that may require suspension or expulsion, must be brought to the Head of Discipline. The Head of Discipline shall hear the evidence and then decide on the action to be taken.

- such action must include that the principal must inform the parents in writing of the proposed action and arrange for a fair hearing by a small disciplinary committee (tribunal) consisting of members designated by the governing body.
- this tribunal must not be intimidating to the learner.
- in the case of very young learners, special arrangements must be made for the hearing and the parents or guardians could represent the learners.

The disciplinary committee so appointed must conduct the hearing in accordance with the provincial regulations laid down by the Member of the Executive Council.

For the hearing the learner must:

- be informed of and understand the charges of which written notice should be given at least five days before the time also indicating the date, time and place of the hearing;
- receive such particulars on the charges as he/she may be entitled to according to law, if he/she so requests;
- get the opportunity to be heard and tell his/her side of the story and to present the relevant facts;
- not be prohibited from being represented by legal counsel, in which case written explanation of the charges must be given, or, in less serious cases the learner may be represented by a parent or guardian.
- be heard by an impartial person(s);
- be treated with dignity during the process;
- be informed in writing of the decision of the governing body on whether or not he/she is guilty of misconduct, and the penalty to be imposed in the case of suspension or expulsion;
- have the right to appeal to the MEC if he/she is aggrieved by the decision of the governing body.

The governing body must keep a record of the proceedings of the hearing, and/or may inform, in writing, the Head of Department of its decision to suspend a learner;

Must inform the Head of Department within twenty-four hours of its recommendation for expulsion of the learner.

Subject to any provincial law, a learner may only be expelled by the Head of Department.

SERIOUS MISCONDUCT AND THE LAW

Serious misconduct which may include offences according to the law, must be investigated by the police and referred to the Court if necessary. Serious misconduct must be handled in terms of the government notice and regulations promulgated by the Member of Executive Council in the Provincial Gazette of the province concerned.

Should a governing body have difficulty in interpreting these guidelines, they must please contact the Head of Department of the province in which their school is situated.

OFFENCES THAT MAY LEAD TO SUSPENSION AND EXPULSION

SCHEDULE 1 (SERIOUS MISCONDUCT THAT MAY LEAD TO SUSPENSION)

A learner will be guilty of serious misconduct if he or she, intentionally and without just excuse:

- (a) seriously threatens, disrupts or frustrates teaching or learning in a class;
- (b) engages in a conspiracy to disrupt the proper functioning of the school through collective action;
- (c) insults the dignity of, or defames any learner or any other person, which includes discriminatory remarks, which include but are not limited to racist, race, gender, language, religion remarks;
- (d) distributes, or is in the possession of any test or examination material that may enable another person to gain an unfair advantage in a test or examination;
- (e) cheats in a test or examination or any other form of assessment such as assignments;
- (f) engages in any act of public indecency;
- (g) sexually harasses another person;
- (h) is found in possession of or distributes pornographic material; or
- (i) is under the influence of, or in the possession of, alcohol or other illegal substances.

SCHEDULE 2 (SERIOUS MISCONDUCT THAT MAY LEAD TO EXPULSION)

A learner will be guilty of serious misconduct if he or she:

- (a) is found guilty of misconduct as contemplated in Schedule 1 after having been found guilty of the same or similar misconduct on two previous occasions;
- (b) fails to comply with a punishment of suspension as a correctional measure; or
- (c) intentionally and without just excuse:
 - (i) forges any document or signature to the potential or actual prejudice of the school;
 - (ii) trades in any test or examination question paper or in any test or examination material;
 - (iii) attempts to bribe or bribes any person in respect of any test or examination to enable himself or herself or another person to gain an unfair advantage therein;
 - (iv) engages in fraud;
 - (v) engages in theft, or otherwise acts dishonestly to the prejudice of another person;
 - (vi) is in possession of, consumes or deals in any illegal substance or other harmful substance;
 - (vii) is in possession of, uses or transmits narcotic or unauthorised drugs, or on visible evidence of such possession, use or transmission;
 - (viii) is in possession of any dangerous weapon;
 - (ix) assaults or threatens to assault another person;
 - (x) holds any person hostage;
 - (xi) murders any person;
 - (xii) rapes any person, or engages in any sexual activity which amounts to an offence in law; or
 - (xiii) maliciously damages property.

ABRIDGED NOTES ON PARTICULAR OFFENCES

SCHOOL ANTI-BULLYING POLICY

K.H.S. does not tolerate bullying in any form, and all members of the school staff are committed to promoting a safe and caring environment for learners. Staff, learners and parents will work together to address issues of bullying when these arise.

School Based Support Team

The school's SBST is responsible for ensuring that this policy is adhered to, and should provide the required support to any victims or perpetrators of bullying. The SBST is made up of the following:

- The Head of SBST
- Principal
- Deputy Principals
- Counsellors
- School psychologists
- School Social workers

Definition:

Bullying happens when a learner or group of learners sets out deliberately to upset another learner repeatedly. This may include:

- name calling and teasing
- threats and intimidation
- hurting physically
- extortion (taking things away)
- damaging property and belongings
- spreading horrible rumours and stories
- deliberate exclusion from games and activities

- cyber bullying (using the internet and cellular telephones to torment, threaten or humiliate)

Steps to be taken to prevent bullying:

- Staff members will educate the learners about bullying in all lessons, whenever possible.
- Learners will be instructed in identifying bullying, how to respond when made a victim of bullying, and how to cope with bullying incidents that they might observe.
- Learners are encouraged to report any incident or suspected incident of bullying.
- They will also learn how to identify and correct bullying behaviours that they themselves may exhibit.
- Staff will also ensure adequate supervision of the learners in and around the school, and will take special note of any identified bullying 'hotspots' in the school, to reduce the incidence of bullying.
- Educate parents
- Arrange SAPS and District talk shows

Reporting of bullying:

Learners or parents can report bullying to the learners' class teacher, Grade Head, Deputies, Principal or SBST. The reporting of bullying should be encouraged as the right and courageous thing to do. Staff members will take these reports seriously, investigate thoroughly, and provide feedback. Victims will be protected at all times.

Procedures to deal with bullying:

When an incident of bullying or suspected bullying is reported, the school will respond in a manner that is appropriate to the incident. The following steps will usually be taken, depending on the nature of the incident:

- A suitable member of staff will meet with the victim to establish what has been taking place to ensure that the victim understands and is comfortable with the action that the school will take in dealing with the matter, and to ensure that the victim will not be placed at risk.
- The victim's parents will be contacted and informed of the situation and kept informed of the school's actions and approach. If it is felt that the victim is in need of further support, this will be arranged in conjunction with his/her parents and school social worker.

- The school social worker will then meet with the perpetrator of the bullying incident to hear his/her side of the story, and to ensure that the bullying behaviour stops immediately. If it is felt that the perpetrator needs further assistance, then the social worker will in conjunction with parents, refer the matter to the DBST.
- If the perpetrator repeats his/her behaviour, the school will be obliged to take more drastic steps to curb this bullying behaviour. In the event of repeated bullying endangering one or more of the learners in the school, the perpetrator may be suspended and further disciplinary action taken.
- In incidents involving cyber bullying, whether they occur on or off the school property, the school reserves the right to take the same action as for other incidents of bullying.

Notes on cyber-bullying:

Instant Messaging/Text Messaging Harassment

- Learners might send hateful or threatening messages to other learners, without realising that, if said in real life, unkind or threatening messages are hurtful and very serious.
- Warning wars: many Internet Service Providers offer a way of “telling on” a user who is saying inappropriate things. Learners often engage in “warning wars” which can lead to someone being suspended or “offline” for a period of time. While this should be a security tool, learners sometimes use the warn button as a game or prank.
- A learner might create a screen name that is very similar to another learner’s name and he/she might use this name to say inappropriate things to other users while posing as this person.
- Text wars or text attacks occur when learners gang up on the victim, sending multiple text messages to the victim’s cell phone or other mobile device.

Stealing Passwords

A learner is able to steal another learner’s password and begin to chat with other people, pretending to be the other learner. He/she may say mean things that offend and anger friends or even strangers. A learner might also use another learner’s password to change his/her profile to include sexual, racist and inappropriate things that may attract unwanted attention or offend people.

Blogs

Blogs are online journals. They are a fun way for learners to post messages for all their friends to see. However, learners sometimes use these blogs to damage the reputations of other learners (and school) or invade their privacy.

Web sites

Learners sometimes create web sites that may insult or endanger another learner. They create pages specifically designed to insult another learner or group of learners. Learners also post other learners' personal information and pictures, which puts those learners at a greater risk of being contacted or found.

Sending pictures through e-mail and cell phones

- Learners might send mass e-mails to other users which include degrading pictures of other learners, for example, a picture of someone changing etc. Once an e-mail like this is sent, it is passed around to hundreds of other people within hours; there is no way of controlling where it goes.
- Many cell phones allow learners to send pictures to each other. They receive the pictures directly on their phones and some of these can include pornographic pictures or other unsuitable material.
- Cyber-bullies might sign their victims up for e-mailing and IM marketing lists. When the victim receives multiple e-mails from pornographers, their parents get involved, blaming them (assuming they have been visiting porn sites).

Internet Polling

"Who's Hot? Who's Not?" These types of questions run rampant on the Internet polls, created by learners and other teens. Such questions are often very offensive and are yet another way that learners can bully other learners online.

Impersonation

The cyber bully may pose as the 'intended' victim online, sending threatening messages to others and/or giving out personal information of the actual victim. This could invite unwanted action against the actual victim.

Role of parents and guardians:

Parents or guardians should:

- Watch for signs of unhappiness in their child's life.
- Be supportive when an incident of cyber bullying is reported as this can be extremely damaging and have lasting effects.
- Inform their child's class teacher, Grade Head, Deputies or Principal if there is any suspicion that their child is being bullied.

- Not take matters into their own hands in confronting the perpetrator or his parents.
- Refrain from telling their child to retaliate.
- Help their child to learn positive behaviours that will help him/her not to become a victim.
- Be supportive in addressing any situation in which their child is found to have abused another learner.
- POPI Act – it is the parents' responsibility to ensure that unacceptable content is not spread via the child's cellphone.

MERIT / DEMERIT SYSTEM

The system is an objective way to monitor and track learner behaviour, in conjunction with the electronic Classroom Management system attached to SASPAC.

As learners strive to achieve the school's expectations, it is critical that educators, parents, and administrators consistently hold learners accountable when they make poor decisions. One key to this process is the early, significant involvement of parents when a learner first begins to make poor choices. As learners develop a pattern of making poor choices, parents will be expected to become involved in supporting them in making good decisions.

Vision

Learners must become accountable for actions.

Outcomes

- Be considerate and generous to peers.
- Exercise a great degree of self- discipline.
- Respond with sensitivity to the needs of others.
- Display the acceptable norms and values of society.
- Develop sound leadership qualities.

Objectives of the merit / demerit system:

- Early intervention to provide guidance to learners, clearly demarcating unacceptable behaviour.
- Aim to support learners and provide resources to help learners make positive choices.
- To establish discipline and a purposeful school environment dedicated to the accomplishment of the vision and mission of the school
- To promote positive discipline, self- discipline, accountability and exemplary conduct as expounded by the Constitution, Bill of Rights, Values manifesto and SASA
- Accountability for actions which will attract both positive and negative consequences.
- Achieve the highest academic standards, in conjunction with the academic intervention programme aimed to assist learners to improve academic performance.
- Develop and maintain respect, obedience and love towards parents, educators and peers

The standard and expectation of the school will be made clear at all times, but the ability to act responsibly, independently of adult supervision is considered the ultimate achievement.

Learner expectations for a quality learning environment

It is the philosophy of the school that the destiny of our community depends upon educated, well informed, responsible citizens in all walks of life. The staff is committed to guide learners toward these goals.

MERIT SYSTEM

Mandisa Shiceka SOS strives to focus on positive behaviour and preventative measures rather than punitive actions to improve discipline. In some cases, the shift has been associated with conscious whole school efforts to praise and reward acceptable behaviour consistently so that it becomes the norm throughout the school community.

Merits will be awarded daily or termly where appropriate by all educators.

The educator who recognises and awards the merits must process the merits on the school internal administration package. (SASPAC)



Grade Heads must authorise and monitor the awarding of merits.

Merit awards will be awarded at the end of the year at Valedictory and Honours evening

Merits and demerits act as credits and debits. This means that learners will lose merits when they get demerits, e.g. if a learner has received 300 merits and at the same time received 200 demerits, then the balance will be 100 merits. The learner therefore will be rewarded for the 100 merits.

Process and procedures

1. Educators must issue demerits to learners on a daily basis where appropriate. Educators must process these demerits on SASPAC.
2. Grade Heads must ratify demerits on a daily basis.
3. Grade Heads must check the grade lists on a weekly basis to monitor learners who have received 10 or more demerits. If a learner has received 10 demerits he/she must do detention. Parents will be notified via SMS. Parents will be notified on or before the Tuesday before the Friday or Saturday detention.

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4. If a learner has a valid reason for not attending a detention on a specific Friday, he/she must negotiate with their Grade Head to do it the following Friday. If a learner receives another 10 demerits (total 20) he/she will be expected to do another detention. Grade Heads must follow the same process as for the first detention.
 5. If a learner receives 30 demerits, internal hearing must be convened with the parents. This meeting must involve the learner, parents, Grade Head and Head of Discipline. Minutes must be taken and put on record.
 6. If a learner receives 40 demerits, an external hearing must be arranged. The SGB Disciplinary Committee will hear the case and disciplinary measures will be taken according to the SASA.

DRUG POLICY

1. Aims of Drug Policy

- prevent drug abuse, through education and awareness
- create a drug-free, safe and secure learning environment
- provide assistance through rehabilitation
- to assist the SAPS in prosecuting offenders

2. Mandisa Shiceka SOS Drug Team

- All educators
Learners who may be involved in informational prevention talks
- All parents (who are encouraged to attend parental meetings and information/prevention talks)

3. SBST Team

The SBST team consists of the following people:

- Principal
- Head of Discipline
- SBST Co-Ordinator
- Social Workers

The Use/Possession of Illegal Substances

Use and possession of drugs and alcohol is illegal according to SA law. The K.H.S. Alcohol and Drug Policy applies specifically during school hours, on the school premises both during school hours and after hours; while in school uniform; during extra-mural activities or when present at school functions (such as Mr & Miss Mandisa Shiceka SOS., Festivals) be they on school property or not.

The following procedures shall be followed in the event of:

4.1 Alcohol

Should a learner be found to be in possession of and/or using alcohol, the incident will be dealt with in the following manner:

- The learner will be tested by means of a breathalyser.
- The parents of the affected learner will be called.
- A Disciplinary Hearing in terms of the Code of Conduct will be held.
- The learner will sign an undertaking stating the obligations placed on the learner regarding counselling and/or rehabilitation at the cost of the learner's parents.

4.2 Suspicion of Learners using Drugs

- Suspected persons will be referred to SBST and SAPS.
- Suspicions will be investigated.
- If the Deputy Principal deems the suspicion to have supporting evidence, testing will be carried out according to SA Schools' Act, at Mandisa Shiceka SOS., in the presence of two of the same gender witnesses.
- The parents will be informed.
- Should the test prove negative, the school will bear the cost of the test.
- Should the test prove positive, payment for the test is the responsibility of the parents/guardians.
- Should the test prove positive, the parents are contacted.
- The learner will be suspended from school for a period of time recommended by the school.
- On return to school, the learner will face an internal/external hearing (at the discretion of the Disciplinary Committee).
- The internal hearing may recommend a contract of rehabilitation, which will work in conjunction with the court contract.
- The Grade Head who will assist the learner fulfilling the terms of his/her rehabilitative school and court contract.
- Should the learner be prosecuted by the court, or choose not to join of his/her own free will, he/she will face an **EXTERNAL DISCIPLINARY HEARING**.
- Parental involvement throughout the process is required.

4.3 Possession of Illegal Substances

- The Governing Body (and GDE) has endorsed random drug raids by the SAPS.
- Any person found in the possession of an illegal substance during a raid, will be arrested and dealt with by the SAPS.
- If a person is found to be in possession of an illegal substance and it is not during a raid, the person will be separated from the rest of the school until such time as the Narcotics Bureau can be called with a view to affecting an arrest.
- The parents will be called.
- An illegal substance found in possession of a learner will be confiscated and properly stored until the hearing is concluded. Thereafter all contra band will be destroyed.
- A Disciplinary Hearing in terms of the Code of Conduct, and any sanction imposed as a result of such hearing, will be enforced. This will apply to persons found in possession of illegal substances at any time and during a raid by the SAPS.

4.4 Dealing in Illegal Substances

- Criteria for dealing is in keeping with current SAPS regulations.

5. Confidentiality

The school will protect the confidentiality of persons giving information, as well as of learners who participate in counselling or rehabilitation programmes.

INFORMATION, TECHNOLOGY AND E-LEARNING

1. GENERAL DEVICE INFORMATION

- 1.1 Only devices that fulfil the minimum specifications, as specified in communiques published on the school website and the school communicator, may be used by learners. These details are also available on request from the school.
- 1.2 The device is the property of the learner and the parent.
- 1.3 The school will take no responsibility in case of breakage, loss or damage of any kind. It is the parents' responsibility to take care of any repairs that need to be done.
- 1.4 Devices must never be left in an unlocked locker, unlocked car or in any unsupervised area.
- 1.5 Devices must be fully charged for lesson time. An uncharged device is not an excuse for not doing homework, and learners will be punished accordingly. A battery pack may be of use here.

2. TAKING CARE OF DEVICES

2.1 General precautions

- Use only a clean, soft cloth to clean the screen – no cleaning agents of any type must be used.
- Cords and cables must be inserted carefully into the device to prevent damage.
- To charge devices, use only the chargers as recommended and specified by the supplier.
- Be aware of cheap charger imports that can charge at the incorrect amperage rating and that do not have intelligent charging management and that may overcharge the device's battery and cause irreparable damage.

2.2 Carrying devices/devices and protective cases

The device must be in a protective case, which must be bought by the parent. The protective case must have sufficient padding to protect the device and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Devices should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the screen of the device.

2.3 Screen care

The device screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to excessive pressure.

- Ensure a screen protector is applied to the screen to prevent damage and cracking.
- Do not lean on the device when it is closed.
- Do not place anything near/on the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not 'bump' the device against lockers, walls, car doors, floors as this will eventually crack or break the screen.

3. USING DEVICES/DEVICES AT SCHOOL

Devices are intended for use at school each day for the purpose of learning.

4. SOFTWARE ON ELECTRONIC DEVICES

4.1 Screensavers and background photos

- Inappropriate media may not be used as a screensaver or background photo.
- The presence of pictures of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary action.

4.2 **Sound, music, games or programmes**

- Sound must be muted at all times unless sound is required for instructional purposes and permission has been granted by the teacher for the sound to be turned on.
- Music may be available on the electronic device, but may only be used at the discretion of the teacher.
- Internet games are not allowed on the electronic devices, unless used for educational purposes and played specifically under the direct supervision of the teacher
- No software that has the possibility of disturbing the teaching and learning process in any way, such as software creating irritating sounds or software that illegally controls the operation of the overhead projector is strictly prohibited on all electronic devices.

4.3 **Printing**

Printing from an electronic device at school is not a facility which will be readily available to learners.

4.4 **Messaging and e-mailing**

- Everyone is encouraged to use the Teams messaging system.
- It is not possible for a learner or teacher to send an anonymous message on Teams – all messages will always contain the sender's name and surname. This is a system setting and will not be changed.
- Learners are to ensure that no messages with derogatory or inflammatory content are sent.

4.5 **Pictures, video material in school uniform.**

5. **MANAGING YOUR FILES AND SAVING YOUR WORK**

5.1 **Saving your work**

Learners are responsible for all file management on the device. It is recommended that learners e-mail documents to themselves for storage on a flash drive or on their home PC or on a server-based online cloud storage account. Learners are also completely responsible for backing up all their information – the school will take no responsibility for loss of data. It is the learner's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunction is not an acceptable excuse for not submitting work.

5.2 Network connectivity

Learners will be granted access to the Mandisa Shiceka School Of Specialisation Teams Internet network. Internet connectivity for the purposes of downloading applications, textbooks and other content is the responsibility of the parents and should be done via home Wi-Fi or by choosing to purchase a Wi-Fi dongle. Learners will NOT have access to the internet over the school's network, unless pre-arranged by the educator and IT department.

6. SOFTWARE ON DEVICES

6.1 Application installation and maintenance

Applications for use in class will be available, free of charge, for download and installation on the school server. This will only be for the Android and Windows operating systems.

No software can be made available for Apple devices, Is this still correct? Not sure! due to the IOS (Internet Operating System) infrastructure. All required Apple software will need to be downloaded from the Apple I-store. Failure to have the required application on the device will lead to the learner not being able to engage effectively in the classroom.

6.2 Educational content

Learners and parents are responsible for ensuring that only educational applications will be allowed to be loaded on the device during school hours. No games are allowed to be visible or used during this time.

6.3 Objectionable material

Learners are not allowed to have, view or distribute any form of objectionable material on any electronic device, including cell phones, devices and laptops, at school or on the school property. This material includes, but is not limited to, any form of pornography, hate speech or any other material that could incite violence or any crime.

6.4 Inspection

Learners may be selected at random to provide their device for inspection by any member of the school staff authorised by the principal to carry out such inspections

6.5 Software Upgrades

From time to time, Intranet software updates for Android and Microsoft devices will be made available on the Teams. Learners will be informed of such upgrades on the Teams home page. Learners must update the software versions on their devices to the latest version as soon as possible in order to remain compliant with the minimum specifications required by software designers to view documents correctly.

7. ACCEPTABLE USE

If a person violates any of the terms named in this policy, privileges may be terminated and the appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension or expulsion of learners. Where applicable, law enforcement agencies may be involved.

NB : The POPI Act will be strictly adhered to and enforced.

7.1 Parent/Guardian Responsibilities

- Parents are requested to inform their children of the acceptable use of using any electronic device in a group environment. Children must refrain from sending or publishing comments that may harm others and must never divulge private information on a public network such as the school network.
- Cyber bullying is totally unacceptable. Any form of cyber-bullying, hate speech or racist comments on the device will result in disciplinary action being taken against the learner and/or the parent/guardian.
- Derogatory remarks and lowering down the reputation of the school will result in disciplinary action taken against the parent/guardian.
- The use of a device at Mandisa Shiceka School Of Specialisation is compulsory and must be viewed as part of the stationery pack.
- Parents are to monitor all activity on their children's accounts.

7.2 School Responsibility

- The school reserves the right to review, monitor and restrict information stored on, or transmitted via the school's equipment and to investigate the inappropriate use of resources.
- The device and its contents are viewed as the sole responsibility of the learner and parents/guardian. The school will not accept any responsibility for the safekeeping of, or caring for a learner's device.

7.3 Learner Responsibilities

- Learners must use their device in a responsible and ethical manner.
- Learners have to ensure that their device is charged overnight.
- Learners have to obey general school rules concerning behaviour and communication that applies to device use. Accept that the school is not responsible for the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the learner's own negligence, errors or omissions. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Learners should always turn off and secure the device after they have finished working to protect their work and information.
- If a learner should receive an email containing inappropriate or abusive language, or if the subject matter is questionable, he or she should show this to a Grade Head or the e-learning administrators. We strongly advise that parents are also open with their children and encourage cyber safety awareness with them.

7.4 Learner activities which are strictly prohibited:

- using functions/programmes on device which interfere with the teaching and learning process, e.g. irritating sounds.
- the illegal installation or transmission of copyrighted materials.
- any action that violates existing school policy or public law.
- sending, accessing, uploading, downloading or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- accessing sites selling term papers, book reports and other forms of learner work.
- selling of any goods on the school premises is strictly prohibited.
- external messaging services, such as MSN Messenger, ICQ.
- internet or computer games at school unless instructed to use by a teacher.
- spamming – sending mass or inappropriate e-mails.
- gaining access to other learners' accounts, files, and/or data.
- use of the school's Wi-Fi, internet e-mail accounts or school network for financial or commercial gain or for any illegal activity.
- the giving out of personal information, for any reason, over the school network. This includes, but is not limited to, the setting up of accounts, including those necessary for chat rooms, e-Bay, e-mail.
- participation in credit card fraud, electronic forgery or other forms of illegal behaviour.
- transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients and or the school.
- bypassing the school web filter (firewall) through a web proxy.
- downloading excessive content.

7.5 Legal propriety

- Learners must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not an immunity. If you are unsure, ask a teacher, parent or the e-learning site administrators.
- Plagiarism is a violation of the School Code of Conduct. Give credit to all sources used, whether quoted or summarised. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- The use or possession of hacking software is strictly prohibited.

8. SAFEGUARDING OF DEVICE

Devices left in unsupervised areas

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds, computer labs, unlocked lockers, library, unlocked classrooms, dressing rooms, during PT lessons, pool area and pool changing rooms and passages. Any device left unattended, is in danger of being stolen.

It is advisable that the device is kept in a learner's schoolbag if the learner is walking home. Do not display the device in the open while walking in public as you will be setting yourself up as a target for theft.

9. ASSESSMENTS AND THE DEVICE

Learners may be required to complete certain assessments online. They will be notified beforehand and are required to ensure that their devices are charged and they can access Moodle to complete the assessment on the due date and time as previously arranged.

Where possible assignments and projects may be requested to be submitted electronically, either through email directly to the teacher or on Moodle. If learners require assistance with this process, they are to do so before the due date of said assignment.

LEARNER PLEDGE FOR DEVICE USE

- I understand that the use of the technology at the school is a privilege, not a right. I will use the device in ways that are appropriate, meet school expectations and are educational.
- I will take full responsibility for managing my device, with regard to loaded software, charging and general care, understanding that it is a sensitive electronic device.
- I will never leave my device unattended and I will know where it is at all times.
- I will be a responsible user of the technology and I will not access inappropriate sites or information.
- I will have recommended applications on my device during school time as to not be distracted by games, music, videos.
- I will not have any objectionable content, including, but not limited to pornographic material or information promoting violence, on my device.
- I will keep direct sunlight, food and beverages away from the device since they may cause damage to the device.
- I will protect my device by carrying it only while it is in its case.
- I understand that my device is subject to inspection by any staff member authorised to do so by the principal of the school at any time without prior notice.

I agree to all stipulations set forth in Section E of Part 2 of the Code of Conduct.

Name & Surname of Learner:

(Please print)

Signature of Learner

Date

Name & Surname of Parent/Guardian:

(Please print)

Signature of Parent/Guardian

Date

ANNEXURE A



MANDISA SHICEKA SCHOOL OF SPECIALISATION

LEARNER COMMITMENT

I, _____, a learner at Mandisa Shiceka School Of Specialisation, understand the rules and their implications and hereby commit to:

- abide by the Code of Conduct and Disciplinary System.
- behave in a courteous and considerate manner and respect other learners, the RCL, all members of staff and visitors to the school.
- treat everyone with respect regardless of differences in culture, religion, ability, race, gender, age, sexual orientation or social class.
- take responsibility for my learning by attending school regularly and punctually and completing all my assessment tasks on time.
- co-operate with my teachers and other school staff.
- assist in making the school a safe place for all.
- seek help if I need it.
- let the School know if I feel my rights have been infringed, or if I experience any other difficulty.

SIGNATURE OF LEARNER

DATE

SCHOOL DETAILS

- Name of School : **Mandisa Shiceka School Of Specialisation**
- Education Level : **Secondary**
- Street Address : **11347 Utlhwanong Street, Hillsvew, Kagiso, 1754**
- Postal Address : **P O Box 596, Kagiso II, 1754**
- Magisterial District : **Kagiso**
- Telephone No. – School : **(011) 410-6319**
- Nearest SAPS : **Kagiso**
- Nearest Hospital : **Krugersdorp Private or Leratong Hospital**
- Nearest Fire Brigade : **Krugersdorp**
- Name of Principal : **Mr M.D. Skosana**
- Address : **11347 Utlhwanong Street, Hillsvew, Kagiso, 1754**
- Deputy Principals : **Ms B.C. Mosebi**
Ms M.L. Moeketsi

RATIFICATION

DATE OF APPROVAL

Recommended by: <u>Principal</u>	M.D SKOSANA	Signature:	
Date			
Approved by: <u>(SGB Chairperson)</u>	X.L MKRUQULI	Signature:	
Date:			
Verification by GDE: <u>District Director</u>		Signature:	
<u>Date of Verification</u>			