

# TAFELBERG SCHOOL



## Internet enabled assistive device Policy

### 1. DEFINITIONS

The following words and terms bear the same meaning assigned to them in the Guidelines for Assistive Devices:

**“Assistive Device”** means a device given to a learner during school time to use for educational purposes;

**“access”** means the right, opportunity to retrieving information via the school’s internet;

**“learner”** means any person enrolled at the school for the purpose of learning;

**“research’** means to access information pertaining to a topic / theme for use in a project; task or PAT

### 2. LEGAL FRAMEWORK

This policy is, among others, underpinned by:

Constitution of the Republic of South Africa, 1996

United Nations Convention on the Rights of the Child, 1989

South African Schools Act, 1996 (Act 84 of 1996)

Employment of Educators Act, 1998 (Act 76 of 1998)

Western Cape Provincial School Education Act, 1997 (Act 12 of 1997)

Electronic Communications Act, 2005 (Act 36 of 2005)

Films and Publications Act, 1996 (Act 65 of 1996)

Criminal Procedure Act, 1977 (Act 51 of 1977)

Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007)

Copyright Act, 1978 (Act 98 of 1978)

Children’s Act, 2005 (Act 38 of 2005)

Guidelines on e-Safety in Schools, Department of Basic Education, 2010

### 3. PURPOSE

This policy seeks to:

#### 3.1. Regulate the use of assistive devices at **Tafelberg School**

- 3.2. Offer learners the opportunities to complete research tasks and/or formal assessment tasks during school hours under supervision.
- 3.3. Outline the responsibilities and behaviour expected of staff members, learners and their parents, when a learner is granted the use of an assistive device and/or access to the internet & IT systems in particular, that:
  - 3.3.1. all members of **Tafelberg School** community and representatives of the school should take responsibility for the content researched, recorded and presented.
  - 3.3.2. they should exercise good judgment and common sense at all times when contemplating any of the listed activities in sub-paragraph 3.3.1.
  - 3.3.3. participation on social media, gaming, sexuality explicit sites and social networking sites may result in the violation of school rules and the learners' Code of Conduct, or be in contravention of existing laws; and
  - 3.3.4. the use or participation in these sites should not negatively affect the name or impact on the reputation of the school.

#### **4. SCOPE**

This policy applies to all employees, learners and their parents at **Tafelberg School**. Also refer to #TBS031 Tafelberg School ICT Policy.

#### **5. ASSISTIVE DEVICES**

Assistive Devices (including the use of internet) are used to:

- 5.1. complete research tasks and / or formal assessment tasks during school hours under the supervision of an educator;
- 5.2. share and collaborate information when needed;
- 5.3. aid in helping a learner overcome his/her barrier

#### **6. ASPECTS FOR CONSIDERATION IN OUR SCHOOL ENVIRONMENT**

Staff members, learners and their parents at **Tafelberg School** must give due consideration to the following when using assistive devices:

- 6.1. As with all online access, the assistive device must be managed so that it does not become a distraction and/or hinder to the learning process
- 6.2. Cognisance must be taken of copyright law when using information and that using any written or visual information verbatim and without permission of the author can lead to the learner being charged with plagiarism.

#### **7. RESPONSIBILITIES WITH REGARD TO ASSISTIVE DEVICES**

##### **7.1 The school**

The school must draw up and formally put in place a policy on the use of assistive devices in order to:

- 7.1.1. guide learners to take responsibility and report inappropriate behaviour, or acts that may negatively affect the school and their fellow learners;
- 7.1.2. advise learners and employees of behaviour that may be inconsistent with the Code of Conduct for learners and sanctions that may be imposed if found guilty of misconduct or serious misconduct in terms of the code and of transgressions of applicable legislation in the case of employees;
- 7.1.3. outline a procedure for incidents which may have a potential for criminal accountability;
- 7.1.4. inform learners and staff members about the policy and ensure that all have access to the policy; and

## **7.2 Responsibility of a learner**

- 7.2.1. use the assistive device as an aid whilst in the classroom;
- 7.2.2. not to access any sites not pertaining to his/her research task / topic;
- 7.2.3. not to change settings etc. of the assistive device;
- 7.2.4. not to damage or abuse the assistive device;
- 7.2.5. to report any faults/issues with the assistive device;
- 7.2.6. to understand that any violation and/or abusive of the use of the device will result in the device being taken away.

## **7.3 Responsibility of the staff member (WCED and school paid)**

- 7.3.1 The staff member must be present whilst the device is being used;
- 7.3.2 The staff member must ensure that learners are only accessing their research sites;
- 7.3.3 The staff member must ensure that the devices are returned to the Document Centre daily.

## **8. NON-COMPLIANCE**

Non-compliance by learners and employees must be dealt with through the school's Code of Conduct for learners, the Employment of Educators Act, 1998 (Act 76 of 1998) and the Public Service Act, 1994 (Proclamation 103 of 1994).

See Annexure A for Parent & learner acknowledgement letter.

## **9. SHORT TITLE**

This policy shall be known as the Internet enabled assistive devices policy of Tafelberg School

## 10. AMENDMENTS

The school governing body may from time to time amend, supplement, modify or alter this policy.

## 11. APPROVAL

This ICT Acceptable Use Policy for Tafelberg School was adopted by the Governing Body of Tafelberg School at a meeting held at the school on 10 March 2025.

TITLE OF POLICY	Tafelberg School Internet enabled assistive devices Policy
POLICY NUMBER	#TBS030
DATE APPROVED BY SGB	2025/03/10
EFFECTIVE DATE	2025/03/10
EXPIRY DATE	This School Policy remains in force until amended or replaced <u>and</u> approved by the SGB.
REVIEW DATE	<i>The SGB will review this policy at least once during its term of office</i>
AMENDMENT HISTORY	

# Annexure A



## Internet enabled assistive devices agreement

As per our Mission and Vision, Tafelberg School continuously seeks ways to support learners to achieve their potential independently. Internet enabled assistive devices (including but not limited to: computers and tablets) are being made available to learners in identified classes and subjects for research tasks/assessments during the term.

**The following pertains to the undertaking by a parent/guardian and learner for the use of assistive devices (under controlled conditions):**

### No Unauthorized Websites

- Learners should not visit any websites other than those permitted by the staff member.

### No Plagiarism

- Copying and pasting content from the internet is prohibited.
- All work submitted must be the learner's own work unless otherwise instructed.

### No Unauthorized Software or Tools

- Learners should not use any software or online tools that are not permitted by the staff member. No installing of programmes is allowed.
- Learners may not change or interfere with any settings on the device.
- No games to be played.

### Photographs and/or recordings

- The taking of photographs or recording of videos of fellow learners, staff members, parents or any other member of the school community are strictly forbidden.
- No said photographs or recordings must be posted and or uploaded whether through messaging apps, social media platforms, or emails.
- No pornographic material is to be posted/viewed/uploaded whether through messaging apps, social media platforms, or emails.

### Hate Speech

- The use of hate speech, i.e. racist comments, sexual comments, insulting the integrity of staff members, abusive, foul language is not allowed to be posted whether through messaging apps, social media platforms, or emails.
- No Communication. While using these assistive devices, learners may not engage in any form of communication with other individuals (peers, parents, examiners, exam officials) through messaging apps, social media platforms, or emails, unless specifically allowed by the staff member.

**The following pertains to the disciplinary actions that will be taken if the above criteria are not met.**

- **Parental Notification**  
The learner's parents or guardians will be informed of the incident, outlining the nature of the offense and any consequences imposed by the school. An afternoon detention will be arranged as part of the disciplinary process.
- **Probation/Termination of privilege**  
The learner will be placed on probation, meaning they are closely monitored for a period (preferably a term) while using internet enabled assistive devices. Any other transgressions may result in losing the privilege of using internet enabled assistive devices at school.
- **Support**  
The learner will be referred to counselling or the relevant HOD/Subject Head to address any underlying issues that may have contributed to the academic dishonesty.



**Please complete the acknowledgement form and return to school:**

**Parent/Guardian:**

I, \_\_\_\_\_ parent/guardian  
of \_\_\_\_\_

- have read and take note of the above conditions, responsibility and consequences regarding the use of internet enabled assistive devices.
- I undertake to discuss this with my child.

\_\_\_\_\_  
Signature: Parent/Guardian

\_\_\_\_\_  
Date

**Learner:**

I, \_\_\_\_\_ learner of Tafelberg School understand the conditions, responsibility and consequences regarding the use of internet enabled assistive devices.

\_\_\_\_\_

Signature: Learner

\_\_\_\_\_

Date