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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Curriculum Support, Circuit Managers, Deputy Chief Education Specialists, FET and GET Coordinators, Subject Advisers, Principals and teachers of all ordinary public and special schools

**Subject: Updated guidelines on cellular phones and other mobile technologies in ordinary public and special schools**

1. In support of the eLearning thrust, the Western Cape Education Department presents the updated guidelines on the use of cellular phones and other mobile technologies in ordinary public and special schools. This guideline document aims to assist schools in formulating and implementing their own cellular and mobile device usage policy.  
**(See Annexure A: Updated Guidelines)**
2. The updated guideline is in reference to the previously published guidelines via the DEL Minute 0005/2018, dated 09 May 2018. The older version is available for download via the following link: <https://wcedonline.westerncape.gov.za/elearning-guidelines-and-workbooks>.
3. The guideline document seeks to offer schools the following guidance:
  - 3.1 To create insight and awareness about some of the opportunities presented by cellular phones and mobile technologies for teachers, learners, and parents within the school environment.

- 3.2 The potential benefits and risks associated with the implementation and use of mobile technologies within the school environment.
- 3.3 To reinforce the scope of learning and accessibility that comes with using of cellular phones and mobile technologies in the learning environment.
- 3.4 To assist ordinary public and special schools to develop their own policies in order to manage the use of cellular phones and mobile technologies in schools.
- 3.5 To provide insight into cyber safety risks and mitigations.
- 3.6 To provide clarity on the roles and responsibilities of the school, teachers, and learners when using mobile technologies in the school environment.
4. Should you have any queries, please contact your district eLearning adviser via the following link: <https://wcedonline.westerncape.gov.za/elearning/elearning-contact-your-elearning-advisor>.
5. Principals are requested to bring this minute to the attention of all teachers.

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**ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2021-05-19