



MOBILE PHONE AND OTHER ELECTRONIC DEVICES POLICY

Introduction:

A mobile phone and electronic devices policy for students should aim to balance the benefits of technology with the need for a productive and focused learning environment.

Purpose:

The purpose of this policy is to establish guidelines for the appropriate use of mobile phones and electronic devices by students within the school premises, during school hours, and at school-related events.

Aim:

This policy aims to promote a safe, focused, and respectful learning environment while recognizing the potential educational value of technology.

Objective:

By implementing a clear and comprehensive policy, schools can help students understand the appropriate use of mobile phones and electronic devices in an educational setting while promoting a positive and focused learning environment.

Policy Enforcement

Enforcement of the policy will be the responsibility of Teachers and Administrators, who are authorized to confiscate devices being used in violation of the policy.

Guidelines for effective use of mobile phones/electronic device:

Mobile phones will be permitted only for the High School Students of Grade 9 to 12 in compliance with the following guidelines.

- **During Class Hours** - Unless otherwise permitted by the School for specific educational purposes, mobile phones and electronic devices must be submitted to the Supervisors at the beginning of the day.



- **Use of Devices for Educational Purposes** - Students may use mobile phones and electronic devices for educational purposes with the explicit permission from the School Principal.
- **Distraction-Free Zones** - Certain areas of the school, such as the library, classroom hallways, and designated classrooms, may be designated as distraction-free zones where the use of mobile phones and electronic devices is prohibited.
- **Respect for Others** - Students are expected to use mobile phones and electronic devices in a manner that respects the rights of others to learn and work without disruption.
- **Prohibited Content** - Students are prohibited from accessing or sharing inappropriate content, including but not limited to explicit material, violence, hate speech, or illegal activities, using school-provided or personal devices.
- **Personal Responsibility** - Students are responsible for the security and proper use of their own devices. The school is not liable for any loss, theft, or damage to personal electronic devices brought onto school premises.
- **No Photo/Video** - Photography/Videography within and around the school premises is strictly prohibited.

Students of middle school - Parents who find a necessity for their child to carry a mobile phone to the school should submit an application to the Principal for approval. Upon approval the student must submit his/her Mobile phone to the Supervisors at the beginning of the day and shall collect it while leave the school premises.

Consequences:

Consequences for violating the policy may include, temporary confiscation of devices, parental notification, and, for repeated or serious infractions, disciplinary action in accordance with the school's disciplinary policy.

- **First Offense**

The confiscated device will be retained in the custody of the School Principal for a **week (5 working days)**. At the end of the week, parents shall collect the confiscated device from the office of the School Social Worker after signing a pledge.



- **Second Offense**

The confiscated device will be retained in the custody of the School Principal for the **whole semester**. At the end of the semester, parents shall collect the confiscated device from the office of the School Social Worker.

- **Third Offense**

The confiscated device will be retained in the custody of the School Principal for the **whole academic year**. At the end of the academic year, parents shall collect the confiscated device from the office of the School Social Worker.

Parental Involvement

Parents or guardians will be informed of the school's mobile phone and electronic devices policy. They are expected to support the school's efforts to create a positive learning environment by reinforcing these guidelines at home.

Review and Updates

This policy will be reviewed periodically to ensure that it remains relevant and effective in addressing the evolving use of technology by students.