

GIIS-AD-Policy-25-007

MOBILE PHONE AND DIGITAL DEVICES POLICY

Last Review	April 2024
Revised on	10 April 2025
Reviewed by	Principal, Vice Principal and SLT's
Next Review	April 2026

Responsibility of the student

The school does not allow students to carry or use headphones or any digital devices within the school premises without prior permission. In case of emergency, if a parent needs to communicate with his/her ward during school

hours, they can call the school office.

Responsibility of the management

- The teacher will clearly state equipment/devices permitted in school.
- The teacher will regularly remind students about the safe-keeping of their

personal items.

- The class teacher/coordinator will check for any equipment that is not permitted in school.
- Any behaviour that interferes with the primary objectives of the policy will be

considered an infringement of the school policy.

- Students of classes 6 and above are allowed to carry their laptop/tablet computers to school at the discretion of the school Principal.

CORRECTIVE MEASURES

- If a student is found using a phone while in class, or outside the class within

school premises, the student will be issued a warning card for a first-time offence.

- The warning card will be recorded in the student's profile for classes 5 and above.
- Violations of the rules and the unauthorised use of mobile phones or electronic

devices during school hours for the second time will result in confiscation of the

phone and issue of notification(s) to parents until parents come to retrieve it.

- A receipt, stating the date of collection, will be issued to the student after the

confiscation and the parent will be notified. This receipt is to be presented by the

parent when they visit the school to retrieve the mobile phone.

- A repeat of the offence, even after issuing notifications to parents, will result in confiscation on a non-returnable basis.

In the event that a student brings a mobile phone, with or without approval, and loses it within the school premises, he/she is advised to report the incident

immediately to a teacher or staff member. The school reserves the right not to conduct an extensive investigation or search that may lead to a loss of valuable

curriculum time.



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