

KHALSA COLLEGE MOBILE PHONE POLICY 2016

1. Mobile phones are not allowed in the school by the students.
Mobile phones hinder and distract student learning in the school.
2. Mobile phones shall only be allowed in emergency situations upon a letter of request signed by parent in front of the Principal with reasons explained.
3. In emergency cases, mobile phone will be given to the form teacher. The student's name, mobile phone brand, and phone details will be recorded by teacher. The student must hand-over the mobile phone to the form teacher for safe keeping during the form time.
 - The request letter will be kept by the form teacher in a file.
 - The mobile phone will be labelled and kept by the form teacher.
 - Usage of mobile phone will be allowed for student by teacher either during recess or lunch or as informed by the Principal, under the strict supervision of the form teacher.
 - At the end of the day, the mobile phone will be handed back to the student by the form teacher to be taken home.
4. The student will sign in the log book that he/she had taken the phone back from the teacher. The brand and model of mobile phone will be noted by the teacher. A level dean shall be witness o this.
5. A mobile phone not declared by the student is an offence. The phone if found will be confiscated and parents will be called for counseling.
6. Students who violate the school's Mobile Policy shall be counselled by the teachers, AP and VP and record kept. Teachers

will not talk about mobile phone cases in the classroom or in the staffroom.

7. Teachers shall not read any text messages unless otherwise directed by the Principal for evidence or any suspected abuses. This is to be carried out only at the students' consent.
8. For repeated offences, the parents or guardians will be called to the school and then counseling will be done to the students but the mobile phone may be kept and given at the end of the year.
9. For all mobile phone cases, documentation will be done and kept by teachers in their discipline and log books. All cases will be given to the VP for action.
10. Students will be regularly reminded in the assembly and during the form teacher time on the school's mobile phone policy. Records will be documented.
11. All mobile phone cases dealt with by the teachers will be kept confidential and not revealed to other students or teachers or in public.
12. Students' cases, messages, information, Facebook information caught will not be revealed to the other teachers, parents, or to the members of the public.

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PRINCIPAL
KHALSA COLLEGE

DATE