



CATALYST WORLD SCHOOL

MOBILE PHONE POLICY

Mobile phone brought in school by the students adversely affect the decorum and discipline of the school. The use of mobile phones in the school is on a rise and thus, the school has initiated a mobile phone checking drive to bring the situation under control. The following is the policy with defined SOP (Standard Operating Process) to be followed under the drive-

1.CREATING AWARENESS

First, the awareness of the newly approved Mobile Phone Policy has to be created in the school.

1. The Mobile Phone policy document is also uploaded on the school website to spread information to all stakeholders.
2. Announcements are made in each class by the school prefects informing the students about the drive and a register is being maintained for the same.
3. The prefects announce the following in the presence of the teacher in the classroom and the SOP is strictly adhered to.
 - Bringing and using Mobile phones in the school premise is not allowed.
 - If any student is found using mobile phones in the school premises, the mobile is immediately confiscated. Random checks are also conducted by the members of the Prefectorial Board. Any mobile phone found during these checks are also confiscated.
 - The confiscated mobile phones are kept in the custody of the school authorities.
 - The confiscated mobile phones are returned to the parents of the concerned student in the Final PTM at the end of the session.

2. RANDOM CHECKS

- Random checks are conducted after the awareness has been created.
- The team goes to each class during a check and the bags as well as the uniforms of the students are thoroughly checked. The Boys Prefects deal with the boys in the classroom and the Girls Prefects check girls' bags and uniforms.
- The random checks are done only under the supervision of a teacher present in the class at the time of checks.
- If mobile phones are found during the random checks, they are immediately confiscated.
- The confiscated phones are handed over to the class teacher who enters the details of the phone in the register before handing it over to the Principal.