



CATALYST WORLD SCHOOL

SOP-CONFISCATION OF MOBILE PHONES

Prefectorial Board members will do random checks of mobile phones in classes VI -XII. If confiscated, phones will be wrapped and paper slips with the name of the student and model no. written will be pasted on them.

- Entry will be made in the register available with the Principal.
Following details will be entered -
 - o Date of confiscation
 - o Student's name
 - o Student's class & section
 - o Model no.
 - o Parent's phone no.
 - o Signature of the student
 - o Signature of the class teacher
- The phones will be kept safely in lock and key with the concerned authority and will be given back to the parents of the students at the end of the session.
- The phones belonging to the students shall be kept with the principal.

On returning the phone, following will be entered in the register —

- o Date of return
- o Signature of parent
- In special cases, if the phone belongs to the father or mother and important data is stored in the phone, the SIM will be returned on receipt of application.