

**LAUTOKA ANDHRA SANGAM COLLEGE**  
**POLICY ON USE OF MOBILE PHONES AND ELECTRONIC DEVICES IN SCHOOL**

The purpose of this policy is to provide clear and transparent framework to students and teachers at this Institution. It is aligned to the Ministry of Education, Heritage & Arts Policy. The framework restricts the use of electronic devices that disrupt the learning and teaching environment and compromises the welfare of both teachers and students at **Lautoka Andhra Sangam College**.

1. Students are not permitted to bring mobile phones or any other electronic gadgets to School.
2. **Mobile phones and electronic gadgets shall only be brought to School after approval is given by the Principal.**
3. Students permitted to carry or use mobile phone or electronic device when in School premises shall only use the electronic device for those purposes as authorized by the Principal.
4. The written consent shall be obtained by completion of the **Authorization to Carry Device Slip**.
5. Any reported or suspected proven case of deception by a student shall be fully investigated and where the student found guilty, she/he shall undergo counselling and shall further **not** be allowed to carry electronic devices in School throughout the year.
6. Any student carrying mobile phone or electronic device will face the consequence as stipulated in the School's Behavioural Management Policy. The mobile phone will be confiscated by the Administration and only to be given to the Parent/Guardian.
7. **A teacher, upon having reasonable cause to believe that there is inappropriate use of the device shall have the right to view the content of a student's electronic device within the School hours in presence of the Principal.**
8. The School accepts no responsibility for lost, stolen or damaged electronic devices. However, the student must report to the Principal for record purpose.
9. Mobile phones and electronic devices if brought upon consent from Principal must be switched off except for the purpose for which it has been permitted for.
10. Students must have proper names and labelling for the approved devices brought to School.
11. Teachers are only to use the mobile phones in preparatory classes or in emergency cases (to be restricted to maximum of 3 minutes). Only exception is during PE classes whereby the teachers taking the class will be carrying their mobiles to report promptly on any emergency.
12. Parents/Guardians are reminded that in all usual circumstances and cases of emergency, the School main office remains the vital, central and appropriate point of contact.

Effective Date: 04/01/2022  
Review Date: 16/12/2022

Approved and Endorsed by the Principal, Aruna Singh, TPF: 57725.

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Date: \_\_\_\_\_