SALWAN PUBLIC SCHOOL

Mayur Vihar, Delhi - 110096

SALWAN

MOBILE PHONE POLICY FOR STUDENTS

Ref. No SPS/MV/2026-2027/7048

Date: 31/10/2026

Dear Parents,

Pranam!

Salwan Public School, Mayur Vihar does not encourage or advocate students bringing mobile phones to School. A mobile phone is not considered a part of a student's routine school requirements or of the normal functioning of the School. The School has established systems of communication and appropriate classroom technology, including smart panels, to support teaching, learning and school-related communication.

Accordingly, **students shall not ordinarily bring mobile phones to School**. Any student found bringing or possessing a mobile phone without prior permission will be liable for disciplinary action under the School's Mobile Phone Policy.

Exceptional Circumstances

Should a parent nevertheless consider that there is an absolute and pressing requirement for the child to carry a mobile phone, a written request must be submitted to the School before sending the phone with the child.

The request must be handwritten and signed by the parent/guardian and must clearly state:

- The specific reason for the requirement.
- The exact period for which the phone is required, whether for a day, a month or a longer specified duration.

Merely submitting an application, or sending a mobile phone with the child, does not constitute permission.

Every request will be considered individually. The School may, where necessary, discuss the requirement with the parent before taking a decision. Permission may or may not be granted, based on the circumstances and the School's assessment of the requirement.

Where the purpose is only to enable essential calling, parents are advised to consider a basic call-enabled mobile phone rather than a smartphone

Where Permission Is Granted

Any permission granted will be specific, conditional and time-bound.

The permitted phone must be switched off and deposited at the designated place immediately upon arrival at School. The student will be issued a deposit acknowledgement slip/coupon, which must be retained and produced at the time of collection. The phone will remain in School custody until the authorised time of dispersal and will be returned only through the prescribed procedure.

Permission to bring a mobile phone does not constitute permission to use or access it at any time during the School day. The phone must remain deposited throughout the student's time in School.

At dispersal, after collecting the phone, the student must leave the School premises without switching it on or using it anywhere on campus.

Action may be taken against students who, despite receiving permission to bring a mobile phone, fail to deposit it at the reception and retain it in their possession, even if switched off.

Prohibition on Use

The use of mobile phones by students is strictly prohibited:

- In classrooms, laboratories, libraries, corridors, staircases, washrooms, playgrounds, activity areas and all other spaces within the School premises.
- During assemblies, examinations, assessments, activities, meetings, competitions, celebrations and School events.
- For calling, messaging, chatting, social media, gaming, browsing or any other personal or digital activity.
- For photography, videography, audio recording or any other form of recording.
- Anywhere on the School premises after collection of the phone at dispersal and before the student leaves the campus.

The above list is illustrative and does not limit the prohibition to the locations or activities specifically mentioned.

Any student found using or accessing a mobile phone in violation of these provisions will be liable for disciplinary action under the School's Mobile Phone Policy.

Photography, videography, recording or circulation of content involving students, staff, visitors or School activities without appropriate authorisation will be treated as a serious disciplinary violation.

School Buses and School Transport

The use or access of mobile phones in School buses or School-arranged transport is strictly prohibited from the moment a student boards the vehicle until the student gets off at the designated stop. This restriction applies irrespective of whether permission to bring a phone has been granted.

Students who have collected their phones at dispersal shall not switch them on or use them during the journey in School transport.

If a student is found using or accessing a mobile phone in violation of this provision, the Bus Attendant/Bus In-charge shall take immediate action to stop the use and take the phone into custody for submission to the School authorities. The incident shall be reported to the School, and the phone will be dealt with as directed by the School.

Students are required to comply with the directions of the Bus Attendant/Bus In-charge and surrender the phone when instructed. Refusal to comply, resistance or concealment of the phone will invite further disciplinary action.

Excursions and Outdoor Programmes

Students shall not carry mobile phones on School excursions, educational visits, outdoor trips or similar School programmes.

Necessary communication and photography/documentation will be managed by the teacher-in-charge through School-approved arrangements.

Disciplinary Consequences

Depending upon the nature and seriousness of the violation, disciplinary action may include:

- Confiscation of the device.
- Parent/guardian meeting.
- Withdrawal of permission to bring a mobile phone.
- Disciplinary undertaking.

- Suspension.
- Restriction from participation in or representation of the School in specified activities for a defined period.

Repeated, deliberate or concealed use, bringing a phone without permission, use after collection at dispersal, violation of the transport prohibition, refusal to surrender a phone when directed, and particularly photography, videography, recording or circulation of content will be treated as serious disciplinary matters. Suspension and further disciplinary action may be imposed depending upon the gravity of the violation.

Parent Acknowledgement and Undertaking

Parents seeking exceptional permission shall sign the acknowledgement and undertaking appended to this circular, confirming that they have read and understood the Policy and will cooperate fully in its implementation.

Parents are advised to monitor their ward's online activities and social media usage, and ensure compliance with the minimum age requirements prescribed by social media platforms.

Parents are requested to read the Policy carefully, discuss it with their ward and ensure strict compliance.

The School's position is clear: mobile phones are not part of a student's routine school life. Any exception is strictly limited, requires prior approval and cannot be presumed merely because a request has been submitted.

Principal
Salwan Public School, Mayur Vihar

SALWAN PUBLIC SCHOOL

Mayur Vihar, Delhi - 110096

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Date: 31/10/2026

PARENT ACKNOWLEDGEMENT AND UNDERTAKING

Student's Name : _____

Class and Section : _____

Parent/Guardian's Name : _____

I confirm that I have read and understood the Mobile Phone Policy for Students of Salwan Public School, Mayur Vihar.

I understand that students shall not ordinarily bring mobile phones to School and that no phone may be sent without prior written permission from the School.

I undertake to comply with the Policy and assure the School of my full cooperation in its implementation. I shall ensure that my child:

- Does not bring a mobile phone to School without prior approval.
- Where permission has been granted, deposits the switched-off phone immediately upon arrival and follows the prescribed collection procedure.
- Does not use or access the phone anywhere on the School premises, including after collection at dispersal and before leaving the campus.
- Does not use or access the phone in School transport from boarding until getting off at the designated stop.
- Complies with the directions of School authorities and the Bus Attendant/Bus In-charge, including surrendering the phone when directed under the Policy.
- When permitted to carry or use a mobile phone for academic events such as Model United Nations (MUN) or similar School activities, uses the device judiciously and strictly for official academic purposes, in accordance with the instructions of the teacher or School authorities.

I further understand and agree that the School may conduct frisking or inspection of my child's belongings for the purpose of maintaining discipline and safety. I undertake not to object to such checks and shall not raise any grievance, complaint, or claim against the School or its authorities for carrying out such inspections in accordance with the School Policy.

I agree that the School shall not be held responsible or liable in any manner for the loss, theft, or damage of the mobile phone brought by my child to the School.

I understand that any violation may result in confiscation of the phone, withdrawal of permission and disciplinary action, including suspension or restriction from specified activities, depending upon the seriousness of the violation.

I assure the School of my full cooperation and undertake to ensure that my child complies with the Mobile Phone Policy in letter and spirit.

Parent/Guardian's Signature : _____

Date : _____