



*In
Collaboration
With*



**SAVITRIBAI PHULE
PUNE UNIVERSITY**

Mobile Phone Usage policy

Rationale

MIE-SPPU recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone. However, there is a need to set clear guidelines and limit their use during the college day to avoid unnecessary interference with teaching and learning.

Aim

To ensure that all students and members of our college community understand:

our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at college

expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)

the college's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies our college's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

Mobile Phones and Personal Items

MIE-SPPU recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone - for travel, to contact parents in emergencies, to confirm or change a collection time after extra curricula activities. Mobile phones are not permitted to be used during class times

and must be switched off and out of sight, unless otherwise directed by the teacher.

MIE-SPPU does not take responsibility for theft, loss or damage and advises that mobile phones and personal items should not be brought to college. Headphones, iPods and similar items are banned for use in the classroom. Mobile phones with digital imaging or audio recording capabilities must not be used at college. Students not following these instructions will have these items confiscated for a period of time to be determined by the principal.

Guidelines

Mobile phones should only be used by students in cases of emergency or genuine need. If a mobile phone is brought to college, it **must be turned off during class time and out of sight**. If a phone is seen or heard during class time, without permission it will be confiscated by the teacher. There will be a 'zero tolerance' approach in this matter. **Having a phone in 'silent' or 'vibrate' mode is not regarded as turned off**.

It is expected that staff will model this behaviour and will ensure that their mobile phones are turned off whilst teaching.

Mobile phones with digital camera and video functions are discouraged and these functions must not be used at college without explicit permission from a teacher. Students will face immediate disciplinary action if in breach of these expectations.

Mobile phones cannot be used as music players, calculators or Personal Digital Assistants (PDA's) in the classroom, without explicit teacher permission.

The college reserves the right to notify the police where mobile phone use involves criminal activity.

Any student who is feeling unwell at college or who needs to go home for any reason must arrange this through the Principal or First Aid room. Under no circumstances may students use mobile phones to contact home and make arrangements to leave the college.

Mobile phones are brought to, kept at college and used entirely at their owner's risk. The college cannot accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from mobile phone use. Students and

parents should recognise, however, that mobile phones may be a target for theft and therefore should always be kept in a safe and secure place.

Parents and students should ensure that phones are adequately insured as personal property.

Consequences

First Offence the phone will be confiscated until the end of the day

Second Offence the phone will be confiscated for one week

Third Offence the phone will be confiscated until a parent interview is held.

Fourth Offence a student ban is likely to be applied, meaning that the student cannot have a mobile phone at college for a prescribed period of time.

Policy approved by:

<p><u>Position:</u> President MIE-SPPU Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Mr. Hassan A.K. Chougule</p> <p><u>Signature:</u> </p>	<p><u>Position:</u> Director MIE-SPPU Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Dr. Prof. Bimalendu B. Nath</p> <p><u>Signature:</u> </p>
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