

STANDARD OPERATING PROCEDURE (SOP)
USE OF PERSONAL LAPTOPS, SMARTPHONES &
BICYCLES BY CADETS
CADET COLLEGE PANO AQIL

1. PURPOSE

1. The purpose of this SOP is to regulate the **controlled permission** granted to cadets for bringing and using **personal laptops, smartphones and bicycles/mountain bikes** within Cadet College Pano Aqil.
2. This initiative is intended to support the development of the College as a **modern, technology-aware cadet institution**, while ensuring that the use of personal technology remains consistent with:
 - discipline;
 - academic objectives;
 - moral standards;
 - cyber security;
 - character building;
 - personal safety; and
 - institutional security.
3. The SOP specifically addresses the risks associated with personal electronic devices, including:
 - misuse of internet facilities;
 - access to objectionable or prohibited material;
 - cyber offences;
 - unauthorized communication;
 - cyberbullying and harassment;
 - inappropriate photography/video recording;
 - unauthorized sharing of information;
 - cheating and academic dishonesty;
 - gaming and excessive recreational use;
 - theft and unauthorized possession;

- use of devices during unauthorized timings; and
 - circumvention of College controls.
4. The SOP further provides a controlled mechanism for **academic and skill-development use of smartphones, particularly during officially prescribed AI classes or AI-related training periods.**
 5. Permission to possess or use any personal device under this SOP is a **privilege subject to control and accountability and not an unrestricted right.**
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2. SCOPE

This SOP applies to:

- All cadets permitted to bring/use laptops;
 - All cadets permitted to bring/use smartphones;
 - All cadets permitted to bring/use bicycles/mountain bikes;
 - House Masters (HMs);
 - Assistant House Masters (AHMs);
 - Senior House Master (SHM);
 - Adjutant;
 - Vice Principal;
 - Principal;
 - College Security Department;
 - IT Department / Computer Laboratory staff;
 - Administration staff; and
 - Any other staff member assigned supervisory responsibility.
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3. GENERAL POLICY

1. Permission to bring or use a **laptop, smartphone or bicycle** is a **privilege, not a right.**
2. The privilege may be:
 - temporarily suspended;
 - withdrawn from an individual cadet;

- withdrawn from a group/house;
- or withdrawn from the entire cadet body,

whenever required in the interest of discipline, security, academic performance, moral standards or institutional welfare.

3. Possession of a laptop or smartphone **does not imply permission for unrestricted daily use.**
4. Personal laptops and smartphones shall be used only:
 - for an authorized purpose;
 - during an authorized period;
 - at an authorized location; and
 - under the supervision prescribed by this SOP.
5. The College shall maintain the principle that **technology is a tool for learning and development and not a source of unrestricted entertainment or private communication.**
6. Zero tolerance shall be exercised regarding:
 - pornographic, sexually explicit or immoral material;
 - extremist or terrorist material;
 - abusive or hateful material;
 - cyberbullying;
 - harassment;
 - unauthorized photography or videography;
 - unauthorized recording of staff or cadets;
 - hacking or unauthorized access;
 - malware or malicious software;
 - unauthorized sharing of passwords or accounts;
 - impersonation or fake accounts;
 - prohibited gaming;
 - circumvention of College internet/security controls; and
 - any other activity prohibited under College rules or applicable law.

4. ELIGIBILITY & AUTHORIZATION

1. Only cadets of **approved classes**, as notified separately by the Principal, may bring personal laptops into the College.
2. Written **parental consent** shall be mandatory.
3. Every laptop shall be registered with the College Administration before being brought into the College.
4. The following particulars shall be recorded:
 - Cadet's name;
 - Roll number;
 - Class;
 - House;
 - Parent/guardian name;
 - Laptop make/model;
 - Serial number;
 - Asset/registration number;
 - Date of registration; and
 - Condition of the laptop at registration.
5. The laptop shall be properly tagged/identified.
6. No cadet shall bring or use:
 - an unregistered laptop;
 - another cadet's laptop; or
 - a laptop belonging to an outside person,

unless specifically authorized by the HM/SHM for an approved academic purpose.

5. PERMITTED USE OF LAPTOPS

Laptops may be used only for legitimate and approved purposes, including:

- academic research;
- assignments and projects;
- educational software;
- online courses and tests;

- ISSB preparation;
- skill development approved by the College;
- freelancing/skill-development activities approved by the College;
- video editing;
- content creation;
- coding/programming;
- approved AI learning and AI-assisted academic activities; and
- other educational or developmental activities specifically approved by the College.

5.1 FREQUENCY AND TIMING OF USE

1. Personal laptops shall **not be used as a matter of routine daily entitlement**.
2. Laptops shall normally be made available/allowed during:
 - **1st Preparation**, and/or
 - **Sundays/official holidays**,

subject to the supervision and restrictions prescribed by the HM/SHM.

3. Where an academic activity, AI class, project, examination preparation or other approved programme requires laptop use at another time, the use shall be specifically authorized by the concerned authority.
4. The mere fact that a cadet owns a laptop does not authorize him to use it whenever he wishes.
5. Overall responsibility for proper implementation shall remain with the **Senior House Master**, while day-to-day accountability shall rest with the concerned HM/AHM.

6. STRICTLY PROHIBITED USE OF LAPTOPS

Cadets shall not use laptops for:

- adult/pornographic or sexually explicit websites or material;
- extremist, terrorist or prohibited material;
- obscene or immoral material;
- downloading or storing prohibited movies, dramas or videos;
- prohibited games, including PUBG, Free Fire, Call of Duty or similar online games;

- unauthorized social media use;
 - unauthorized chat/messaging applications;
 - non-educational browsing;
 - unauthorized freelancing or commercial activity;
 - VPNs or other means of bypassing College security controls;
 - proxy services or other attempts to circumvent internet restrictions;
 - hacking or unauthorized access;
 - unauthorized recording;
 - accessing another person's device or account;
 - sharing another cadet's private data;
 - cheating in examinations or assignments;
 - sharing examination material without authorization;
 - installation of unauthorized applications;
 - cryptocurrency/mining or other unauthorized resource-intensive activities;
 - any activity that compromises College network or information security; or
 - any other activity prohibited by the College.
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7. INTERNET & CONTENT CONTROL

1. Internet access, where provided, shall be:
 - filtered;
 - monitored as permitted by law and College policy;
 - logged where technically feasible;
 - time-restricted; and
 - limited to approved educational purposes.
2. Cadets shall not attempt to disable, bypass or interfere with College internet filtering or monitoring mechanisms.
3. Random and surprise checks shall be conducted.
4. The College may inspect, in accordance with applicable law and College rules, a device being used under this SOP where there is a reasonable disciplinary, security or safeguarding concern.

5. The following may constitute evidence of misuse:

- prohibited browsing history;
- prohibited downloads;
- objectionable stored material;
- unauthorized applications;
- evidence of prohibited gaming;
- unauthorized communications;
- attempts to bypass security;
- unexplained deletion or concealment of relevant activity; or
- any other evidence of violation.

6. A serious violation may result in immediate withdrawal of the laptop privilege and disciplinary proceedings.

8. LAPTOP WORK RECORD & AUDIT

1. Every supervised laptop-use session shall have a **defined purpose**.

2. Before issue/use, the HM/AHM shall record:

- cadet name;
- date;
- time issued;
- expected duration;
- purpose of use;
- location of use; and
- supervising staff member.

3. At the conclusion of the session, the cadet shall record or demonstrate the **work completed**.

4. Depending on the nature of the task, evidence may include:

- assignment completed;
- research notes;
- presentation;
- coding/project files;

- AI-class exercise;
 - video-editing work;
 - written report;
 - online course/test completion; or
 - other relevant output.
5. The purpose of this record is **not to burden cadets with unnecessary paperwork**, but to ensure that a device permitted for academic purposes is actually being used for the purpose for which permission was granted.
 6. HMs/AHMs shall conduct periodic sample audits of completed work.
 7. Repeated inability to demonstrate legitimate work may result in suspension of the privilege.
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9. LAPTOP CUSTODY & STORAGE

1. Personal laptops shall be stored in:
 - designated secure cupboards;
 - lockers; or
 - another secure storage facility designated by the College.
2. Laptops shall normally be issued only during approved periods.
3. Laptops shall not be kept:
 - under beds;
 - inside ordinary bags;
 - openly in dormitories; or
 - with cadets overnight,

unless specifically authorized by the HM/SHM for an approved purpose.

4. A custody/issue register shall be maintained.
 5. Every issue and return shall be recorded.
 6. The cadet shall be responsible for returning the laptop in the same condition in which it was issued/received.
 7. Damage caused by negligence, misuse or unauthorized use shall be recoverable from the responsible person in accordance with College rules.
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PART-B: SMARTPHONE POLICY

10. SMARTPHONE PERMISSION & CONTROL

1. Smartphones shall be treated as **controlled personal electronic devices** and shall not be regarded as freely usable personal possessions within the College environment.
 2. Only cadets/classes specifically authorized by the Principal shall be permitted to bring or use smartphones.
 3. Written parental consent shall be mandatory.
 4. Every authorized smartphone shall be registered with the College Administration.
 5. The following shall be recorded:
 - Cadet's name;
 - Roll number;
 - Class;
 - House;
 - Parent/guardian;
 - Mobile phone make/model;
 - IMEI number(s), where applicable;
 - registration number; and
 - condition at registration.
 6. The smartphone shall be properly identified/tagged where practicable.
 7. Unregistered smartphones are prohibited.
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11. SMARTPHONES FOR AI CLASSES

1. Smartphones may be specifically authorized for **AI classes, AI practicals, AI demonstrations and other officially approved technology-training activities**.
2. Such use shall be permitted **only during the prescribed period notified by the College**.
3. The smartphone shall be used strictly as an **instructional/learning tool** during the AI class.
4. The concerned teacher/instructor shall specify:

- the AI platform/application to be used;
 - the learning objective;
 - the task to be completed;
 - the duration of use; and
 - the expected output.
5. Cadets shall not use the opportunity of an AI class to:
 - browse unrelated websites;
 - access social media;
 - communicate privately;
 - play games;
 - view prohibited material;
 - photograph or record others;
 - access unauthorized accounts; or
 - engage in any activity unrelated to the approved lesson.
 6. At the end of the AI class, smartphones shall be **collected/secured or returned to the designated custody system**, as directed by the College.
 7. The AI instructor and/or supervising HM/AHM shall ensure that the devices are not retained for unauthorized use after the prescribed period.
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12. SMARTPHONE USE OUTSIDE AI CLASSES

1. Smartphones shall **not be available for unrestricted daily use**.
2. Smartphones shall not be used merely because a cadet possesses an authorized device.
3. Except for specifically approved educational, AI, emergency or officially authorized activities, smartphones shall remain in the designated secure custody arrangement.
4. **Smartphones shall not be issued for Sunday telephone calling.**
5. Sunday/family calling shall continue through the **College-approved communication arrangements**, unless the Principal specifically authorizes an alternative arrangement.
6. Smartphones shall not be used as a substitute for the College's established system of communication with parents/guardians.

7. Any special requirement for smartphone use shall require prior authorization.
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13. SMARTPHONE CONTENT & INTERNET CONTROL

1. All restrictions applicable to laptops regarding prohibited content, cyber security, immoral material, unauthorized access, harassment, gaming and circumvention of security controls shall equally apply to smartphones.
2. Particular attention shall be given to:
 - social media;
 - WhatsApp and similar messaging platforms;
 - unauthorized photography;
 - video recording;
 - live streaming;
 - anonymous/fake accounts;
 - cyberbullying;
 - sharing of private photographs;
 - unauthorized group creation;
 - inappropriate AI-generated content;
 - sexually explicit content;
 - extremist material; and
 - unauthorized communication with outsiders.
3. Cadets shall not use smartphones to photograph, record or circulate:
 - fellow cadets;
 - teachers;
 - staff;
 - disciplinary proceedings;
 - medical incidents;
 - security arrangements;
 - sensitive College areas; or
 - any person or activity without proper authorization.

4. A smartphone may be subject to inspection in accordance with College rules and applicable law where there is a legitimate disciplinary, security or safeguarding concern.
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14. SMARTPHONE WORK RECORD & AUDIT

1. Every authorized smartphone session shall have a **specific purpose**.
2. For AI classes and other approved instructional activities, the supervising teacher shall maintain a record of:
 - date;
 - class;
 - cadet;
 - duration;
 - application/platform used;
 - task assigned; and
 - expected output.
3. Cadets shall demonstrate or submit the work produced during the authorized session.
4. AI-related work may include:
 - AI-assisted research;
 - prompt-writing exercises;
 - AI-generated study material;
 - fact-checking exercises;
 - image/media generation exercises approved by the teacher;
 - coding;
 - presentation development;
 - language learning;
 - problem-solving exercises; and
 - other approved AI-learning activities.
5. Teachers shall ensure that AI use does not become a means of academic cheating, plagiarism or avoidance of genuine learning.
6. The supervising teacher/HM shall conduct random checks of the work produced.

7. Repeated misuse, unexplained absence of academic output or evidence of unrelated activity shall be reported to the HM/SHM.
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15. SMARTPHONE CUSTODY & STORAGE

1. Smartphones shall be deposited/stored in a **designated secure location** when not authorized for use.
 2. The issue and return of smartphones shall be controlled through an appropriate register/system.
 3. The following shall be recorded whenever smartphones are issued:
 - cadet name;
 - phone registration/IMEI;
 - date;
 - time out;
 - purpose;
 - supervising person;
 - time returned; and
 - condition on return.
 4. Cadets shall not:
 - exchange smartphones;
 - lend smartphones to other cadets;
 - use another cadet's smartphone;
 - retain a smartphone beyond the authorized period; or
 - conceal an unauthorized smartphone.
 5. Any lost, damaged or misused smartphone shall be immediately reported to the HM/AHM.
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PART-C: COMMON DIGITAL DEVICE CONTROL

16. DEVICE ISSUE PRINCIPLE

The following principle shall apply to **both laptops and smartphones**:

NO PURPOSE – NO ISSUE.

A device shall not be issued merely because the cadet requests it.

Before issue, the supervising staff member shall know:

1. **Who** is receiving it?
 2. **What** is the device being used for?
 3. **When** will it be used?
 4. **Where** will it be used?
 5. **Who** will supervise it?
 6. **What output** is expected?
 7. **When** must it be returned?
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17. DIGITAL DEVICE SESSION CONTROL

For every controlled-use session:

BEFORE USE

The HM/AHM/teacher shall:

- verify the cadet/device;
- confirm the authorized purpose;
- confirm the approved timing;
- ensure the device is registered;
- ensure the device is being used at the approved location;
- brief the cadet on restrictions; and
- record issue details.

DURING USE

The supervising staff member shall:

- remain reasonably available for supervision;
- ensure use remains connected with the assigned purpose;
- conduct random visual checks;
- prevent unauthorized exchange of devices;
- ensure prohibited applications/content are not being accessed; and
- intervene immediately if misuse is observed.

AFTER USE

The supervising staff member shall:

- verify completion of the assigned task;
 - obtain/inspect the required output;
 - ensure the device is returned;
 - record the return time;
 - check for obvious damage/misuse;
 - ensure the device returns to secure custody; and
 - report any violation.
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18. DIGITAL WORK AUDIT

1. The College shall establish a simple **Digital Device Use Audit System**.
 2. The audit shall focus on **purpose and output**, rather than unnecessary interference in legitimate personal information.
 3. HMs/AHMs shall periodically verify:
 - whether the device was used for the stated purpose;
 - whether the assigned work was completed;
 - whether the cadet can explain the work;
 - whether prohibited applications or activities were involved;
 - whether the device was retained beyond the authorized period; and
 - whether any unauthorized sharing or lending occurred.
 4. The College may conduct random checks of devices used under this SOP where required for discipline, security, safeguarding or investigation and subject to applicable law and institutional policy.
 5. Any serious digital violation shall be documented and referred through the appropriate disciplinary chain.
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19. RESPONSIBILITIES – DIGITAL DEVICES

House Master / Assistant House Master

The HM/AHM shall:

- maintain day-to-day control of devices;
- ensure issue only for authorized purposes;

- enforce prescribed timings;
- maintain issue/return records;
- supervise use;
- conduct random checks;
- verify work/output;
- ensure secure storage;
- prevent unauthorized lending/exchange;
- immediately report violations; and
- complete the **House Master Device Use & Accountability Checklist**.

Adjutant

The Adjutant shall:

- monitor implementation across houses;
- conduct periodic inspections;
- ensure compliance with authorized timings;
- review violations; and
- report significant deviations to the SHM/Vice Principal.

Senior House Master

The SHM shall have overall responsibility for:

- implementation of the SOP in the houses;
- monitoring HM compliance;
- reviewing device-use records;
- reviewing repeated violations;
- conducting periodic audits; and
- submitting compliance reports to the Vice Principal.

IT Department / Computer Laboratory

The IT Department shall:

- support controlled educational technology use;
- assist in internet/content filtering where applicable;
- maintain technical records where assigned;

- assist with cyber-security awareness;
- support AI classes;
- report technical/security concerns; and
- advise the administration regarding emerging digital risks.

Security Department

Security shall:

- support secure storage arrangements;
- prevent unauthorized removal of devices;
- monitor designated storage/parking areas;
- assist in investigations involving theft or unauthorized possession; and
- maintain relevant security records.

Vice Principal

The Vice Principal shall:

- enforce institutional policy;
- review compliance;
- authorize/suspend privileges within delegated authority;
- coordinate disciplinary action; and
- submit significant matters to the Principal.

Principal

The Principal shall retain overall authority to:

- approve or modify eligibility;
- approve special categories of use;
- suspend or withdraw the facility;
- order investigations;
- impose or recommend disciplinary action according to College rules; and
- amend this SOP in the institutional interest.

PART-D: BICYCLE / MOUNTAIN BIKE POLICY

20. PERMISSION & REGISTRATION

1. Cadets may bring bicycles/mountain bikes for **recreational and physical activity purposes only**.
 2. Each bicycle shall be:
 - registered;
 - tagged;
 - numbered; and
 - entered in the relevant register.
 3. Riding another cadet's bicycle is prohibited unless specifically authorized.
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21. BICYCLE USAGE RULES

Bicycles may be used only:

- during designated recreation periods;
- in approved campus areas; and
- in accordance with safety instructions.

Strictly prohibited:

- speeding;
- dangerous riding;
- stunts;
- group racing;
- riding near academic blocks during class hours;
- riding in prohibited areas;
- riding outside College boundaries without authorization; and
- any conduct creating risk to the rider or others.

Cadets shall be responsible for following all College safety instructions while cycling. The College shall not be responsible for accidents arising from reckless riding, violation of safety instructions or negligence, subject to applicable law.

22. BICYCLE STORAGE & SECURITY

1. Bicycles shall be parked only at designated bicycle stands.
2. Bicycles shall be securely locked.

3. Cadets shall remain responsible for proper locking and reasonable care of their bicycles.
 4. Security staff shall:
 - monitor designated parking areas;
 - prevent unauthorized removal/use; and
 - report suspicious activity.
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PART–E: BRIEFING, UNDERTAKINGS & DISCIPLINE

23. MANDATORY BRIEFING

Before receiving permission to use a laptop or smartphone, every cadet shall undergo a mandatory briefing covering:

- acceptable use;
- prohibited content;
- cyber safety;
- privacy;
- responsible AI use;
- academic integrity;
- social-media risks;
- cyberbullying;
- photography/videography restrictions;
- device custody;
- issue/return procedures;
- prescribed timings;
- consequences of misuse; and
- applicable College rules and law.

Refresher briefings shall be conducted periodically.

The SOP shall be made available to cadets and staff and displayed/communicated through appropriate College channels.

24. UNDERTAKINGS

1. Every cadet authorized to bring/use a laptop or smartphone shall sign a **Device Use Code of Conduct Undertaking**.
 2. Parents/guardians shall countersign the undertaking.
 3. The undertaking shall confirm that:
 - the cadet understands the controlled nature of the privilege;
 - the device will be used only for approved purposes;
 - the cadet will comply with prescribed timings;
 - the cadet will not share/lend the device;
 - the cadet will not access prohibited content;
 - the cadet will not bypass College controls;
 - the cadet will comply with cyber laws and College rules; and
 - misuse may result in withdrawal of the privilege and disciplinary action.
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25. DISCIPLINARY ACTION

Violation of this SOP may result in one or more of the following, depending upon the nature and seriousness of the offence:

- verbal/written warning;
- confiscation/removal from cadet custody;
- temporary suspension of device use;
- permanent cancellation of device privilege;
- disciplinary punishment under College rules;
- recovery of financial loss/damage where applicable;
- reporting to parents/guardians;
- restriction of other privileges;
- suspension;
- removal from the College in extreme cases; and/or
- referral to competent authorities where the conduct constitutes a possible offence.

Serious cyber, sexual, security, harassment, extortion, threat or other criminal matters shall be dealt with in accordance with applicable law and College regulations.

26. RESPONSIBILITY FOR LOSS / DAMAGE

1. The cadet shall remain responsible for reasonable care of his personal device.
2. Where loss or damage results from:
 - negligence;
 - unauthorized lending;
 - unauthorized use;
 - deliberate damage; or
 - violation of the custody procedure,

responsibility may be fixed upon the defaulter in accordance with College rules.

3. Where a College employee is found responsible for negligence in official custody, the matter shall be dealt with administratively.
4. Financial recovery shall be made only in accordance with applicable College rules and authorized procedures.

PART-F: HOUSE MASTER DEVICE USE & ACCOUNTABILITY CHECKLIST

27. HOUSE MASTER CHECKLIST

The HM/AHM shall complete the following checklist whenever laptops or smartphones are issued for controlled use.

A. BEFORE ISSUE

Sr	Check	Yes/No
1	Is the cadet authorized to use the device?	
2	Is the device properly registered?	
3	Is the device being issued for an approved purpose?	
4	Is the timing within the prescribed period?	
5	Is the location approved?	
6	Has the cadet been briefed on restrictions?	
7	Has the issue been entered in the register?	
8	Has the expected work/output been clearly identified?	

Sr	Check	Yes/No
9	Is a responsible supervising person identified?	
10	Is the device in reasonable condition before issue?	

B. DURING USE

Sr	Check	Yes/No
1	Is the cadet using the device for the stated purpose?	
2	Is the cadet within the approved location?	
3	Is the device being used only by the authorized cadet?	
4	Is there any evidence of gaming/social-media misuse?	
5	Is there any attempt to bypass College controls?	
6	Is the cadet accessing only approved applications/sites?	
7	Is the cadet producing the expected work?	
8	Has a random supervision/check been conducted?	
9	Has any suspicious activity been noticed?	
10	If misuse was observed, was it stopped immediately?	

C. AFTER USE

Sr	Check	Yes/No
1	Was the assigned work/output produced?	
2	Has the work been briefly checked/verified?	
3	Was the device returned within the prescribed time?	
4	Is the device in satisfactory condition?	
5	Has the return been entered in the register?	
6	Has the device been returned to secure custody?	
7	Was any violation observed?	
8	If yes, was it recorded and reported?	

Sr	Check	Yes/No
9	Has any unauthorized material/device been detected?	
10	Has the session been closed properly?	

28. HOUSE MASTER MONTHLY ACCOUNTABILITY REVIEW

At least once every month, the HM shall review:

1. Number of laptop-use sessions.
2. Number of smartphone/AI sessions.
3. Number of cadets using devices.
4. Purposes for which devices were used.
5. Work/output produced.
6. Any late returns.
7. Any unauthorized use.
8. Any prohibited-content incident.
9. Any gaming/social-media violation.
10. Any device loss/damage.
11. Any unauthorized device exchange.
12. Any cyber-security concern.
13. Any repeated offender.
14. Corrective action taken.
15. Whether the privilege should continue for the concerned cadet.

The HM shall certify:

“I have personally reviewed the controlled use of laptops/smartphones in my House during the period and certify that, to the best of my knowledge, the devices were used only for authorized purposes and within prescribed timings. Any violation detected has been reported through the proper chain of command.”

29. SHM MONTHLY COMPLIANCE REVIEW

The SHM shall consolidate House-level information and review:

- compliance with prescribed timings;
- unauthorized use;
- repeated violations;
- device custody arrangements;
- quality of academic/AI outputs;
- adequacy of supervision;
- security incidents;
- parental complaints;
- theft/loss/damage cases; and
- recommendations for continuation, restriction or withdrawal of privileges.

A brief monthly compliance report shall be submitted to the Vice Principal.

30. REVIEW & WITHDRAWAL OF FACILITY

1. This SOP shall be reviewed periodically and whenever significant technological, security, disciplinary or legal developments require revision.
2. The Principal reserves the authority to:
 - amend;
 - suspend;
 - restrict;
 - expand;
 - or withdraw

the facility at any time in the interest of cadet welfare, discipline, security, academic standards or institutional interest.

3. The College may also temporarily suspend device privileges for a House, class or individual cadet where a pattern of misuse is identified.

31. CONCLUSION

The controlled introduction of laptops and smartphones is intended to give cadets access to **modern learning, AI, technology and skill-development opportunities without compromising discipline, character, security or academic standards.**

The underlying principle shall remain:

Technology shall serve the cadet's education and development; the cadet shall not become a servant of technology.

Possession of a laptop or smartphone does not confer unrestricted freedom of use.

Every device permitted under this SOP remains subject to:

**PURPOSE → PERMISSION → PRESCRIBED TIME → SUPERVISION → OUTPUT
→ AUDIT → ACCOUNTABILITY**

Any misuse shall be treated as a breach of the trust placed in the cadet and may result in immediate withdrawal of the privilege and disciplinary action.

ANNEX A

CYBER CRIME LAW CLAUSES – PREVENTION OF ELECTRONIC CRIMES ACT (PECA)

The existing PECA legal annex shall remain attached to this SOP and shall be read as an integral part of the device-use briefing and Code of Conduct.

Cadets shall be specifically briefed that electronic devices may be used to commit offences involving, among other matters:

- unauthorized access;
- unauthorized copying/transmission of data;
- interference with information systems/data;
- identity-related offences;
- unauthorized interception;
- offences affecting the dignity of persons;
- offences involving sexually explicit material;
- child sexual abuse material;
- malicious code;
- cyberstalking;
- spamming; and
- other offences provided under applicable law.

The College may refer serious cyber incidents to the competent authorities in accordance with law and applicable institutional procedure.

ANNEX B

DEVICE ISSUE & RETURN REGISTER

Date	Cadet	Class/House	Device Type	Device/Reg. No.	Purpose	Time Out	Time In	Work Verified	Condition	HM/AHM Signature
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ANNEX C

AI CLASS SMARTPHONE SESSION RECORD

Date	Class	Cadet	Phone Reg. No.	AI Platform/App	Task Assigned	Time Out	Time In	Output Verified	Teacher Signature
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ANNEX D

CADET DEVICE USE UNDERTAKING

I, _____, Cadet No. _____, Class _____, House _____, acknowledge that permission to possess/use a laptop or smartphone in Cadet College Pano Aqil is a **controlled privilege and not an unrestricted right**.

I undertake that:

1. I shall use the device only for authorized purposes.
2. I shall use it only during authorized timings.
3. I shall not lend or exchange my device with another cadet.
4. I shall not access prohibited, immoral, extremist or objectionable content.
5. I shall not use unauthorized games, social media or communication applications.
6. I shall not bypass College internet/security controls.
7. I shall not photograph, record or circulate material involving cadets, staff or College activities without authorization.
8. I shall use smartphones for AI classes only during the prescribed period and strictly for the assigned learning activity.
9. I shall not retain or use my smartphone after an authorized session.
10. I shall not use a smartphone for Sunday calling except where specifically authorized by the Principal.

11. I shall comply with the College's cyber-security, discipline and academic-integrity requirements.

12. I understand that misuse may result in confiscation, withdrawal of the privilege, disciplinary action, financial recovery for damage/loss where applicable, and referral to competent authorities where required by law.

Cadet Signature: _____

Date: _____

Parent/Guardian Signature: _____

House Master: _____

ANNEX E

HOUSE MASTER DEVICE USE CERTIFICATION

House: _____

Month: _____

I certify that:

- device users were authorized;
- devices were issued only for approved purposes;
- prescribed timings were followed;
- supervision was exercised;
- work/output was checked;
- unauthorized use was not knowingly permitted;
- device custody was maintained; and
- all detected violations were reported.

Name of HM: _____

Signature: _____

Date: _____

SHM Review: _____

Remarks: _____