



Varese, September 2026

Procedure for the Collection and Storage of Confiscated Smartphones

- Once the confiscation of a smartphone has been communicated to the legal guardians and they have confirmed the collection date, the device may be stored at the security gatehouse.
- When collecting the device, the legal guardian must:
 - Present valid identification.
 - Sign the designated collection form from the Educational advisor (see attached).
 - If collection is requested outside normal school opening hours, the device can only be collected on the next school day.
- For collections during weekends or school holidays (where the confiscation occurred on a Friday or on the last day before the holidays):
 - The device may be collected from the concierge at a pre-arranged time. To arrange collection, please email giancarlo.benini@staff.eurasc.eu.
 - The legal guardian must notify the school in advance of the intended collection date and time.
 - The legal guardian must present valid identification and sign the relevant collection form.
- Whenever mobile phones are brought to the front desk, security gatehouse or concierge area, they must be switched off or locked with a PIN code to prevent unauthorised access and protect students' privacy.

Elizabeth McDonald
Deputy Director Secondary Cycle
ES Varese



EXAMPLE OF MOBILE PHONE USE VIOLATION FORM

School year 2026/2027

Section A – Student Information (filled up by Ped. advisor)

Student's Full Name	
Class/ Level	
Mother's Full Name	
Father's Full Name	
Date of Mobile Phone Confiscation	

Section B – Parent/Guardian Information - Collection of the Phone

Full Name of Parent/Guardian Collecting the Phone	
Parent/Guardian Signature	
Date	

Educational advisor
