



**PO LEUNG KUK VICWOOD K.T.CHONG
SIXTH FORM COLLEGE**

12 Willow Street, Tai Kok Tsui, Kowloon, Hong Kong.

Telephone: 23905010 Fax: 23962926

保良局莊啟程預科書院

九龍大角咀柳樹街 12 號

SA48/1819/BSA/009

September 4, 2018.

Dear Parents,

Application for bringing mobile phones to school

The college has always aimed at improving students' academic performance and other areas of development. We expect students to focus on studies in class and actively participate in various academic and extra-curricular activities. We used to allow students to bring mobile phones to school for parents to contact them and for use after school. However, with the advancement in technology students may easily become addicted to the phone for different purposes other than communication. Parents have to be alert to the possible abuse of phones and negligence in studies. As such, we urge you to consider thoroughly whether there is a genuine need for your child to bring a mobile phone to school. In any case, it is advisable to bring modest models.


In this school year, we will restrict students from bringing mobile phones to school and enforce stricter measures in their use. Please refer to the regulations stipulated below. We look forward to your full cooperation in the implementation of these new measures.

Besides mobile phones, students are not allowed to bring other electronic devices such as iPads and laptops to school. The school has a sufficient number of computers for students to use in class or after class. Prior application for permission to bring such items to school is necessary.

Meanwhile, we would like to bring your attention to the importance of not allowing your child to bring expensive models of phones to school. It is students' responsibility to look after their properties, especially when they leave their homeroom for elective classes or PE lessons. Students are asked to keep an eye on their valuables or put them in the locker fastened with their own padlock.

If you insist there is a genuine need for your child to bring his/her mobile phone to school, please complete the reply slip and ensure that he/she will adhere to the regulations regarding its use. Applications have to reach the mentor by September 11 and they will be considered on a case-by-case basis. Late submissions will not be entertained.

Yours faithfully



Dr. Lee Pbon Shing
Principal

Regulations for bringing mobile phone to school

1. To maintain a disturbance-free learning environment, using mobile phone is strictly prohibited inside school campus.
2. Mobile phones must be switched off before entering the school and could only be used outside school.
3. Parents should not make phone calls or send messages to their children during school hours. For emergency, please call the School General Office at 2390 5010.
4. On non-school days (e.g. supplementary lessons or activities during holidays), students must follow the instructions of the teacher-in-charge concerning the use of mobile phones.
5. Students should not lend their mobile phones to their schoolmates. Once the mobile phone is found misused, both the owner and the borrower will be punished under the same rules (as stated below). The borrower will also have to go to detention classes or execute school campus services.
6. Students who bring and use mobile phones without application will also be punished – attending detention classes or executing the school campus services, on top of the deduction of 3 conduct marks.

Violating the above rules regarding the use of mobile phones will result in the following consequences:

- a. For the 1st violation, the mobile phone will be detained by the school for 1 month / until the closing ceremony, and 3 conduct marks will be deducted.
- b. For the 2nd violation, the mobile phone will be detained by the school for 3 months / until the closing ceremony, and heavier punishment will be imposed.

Mentor : _____

Reply slip

Dear Principal,

Application for bringing mobile phones to school

I have read the above parent letter.

- I **do not allow** my child to bring a mobile phone to school. I agree that the school can punish my child if he / she violates the regulations stipulated overleaf.

- I **apply** for my child the permission to bring a mobile phone to school and will remind my child to follow the regulations stipulated overleaf. I agree that the school can punish my child if he / she violates the regulations.

*Please put a ✓ in the appropriate .

Mobile phone brand / model : _____

I have acknowledged the rules and regulations and promise to remind my child to follow the "Regulations for bringing mobile phone to school". I agree that the school can punish my child if he/she violates the regulations.

- a. For the 1st violation, the mobile phone will be detained by the school for 1 month / until the closing ceremony, and 3 conduct marks will be deducted.
- b. For the 2nd violation, the mobile phone will be detained by the school for 3 months / until the closing ceremony, and heavier punishment will be imposed.

Name of Student: _____ Class: _____

Parent's phone no.: _____

Parent's Name : _____

Parent's Signature: _____

Date: _____



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各位家長：

申請攜帶手提電話回校

本校一向注重學生的全人發展及學業表現，期望同學在課堂內專心學習，積極參與課堂內外的各種學習活動。校方為方便家長於課後與子女聯絡，一向容許同學攜帶手提電話回校，在放學後使用。惟手提電話功能日新月異，同學容易沉迷及濫用，學校懇請家長密切留意子女是否有濫用手提電話的情況，以免荒廢學業。所以，校方建議家長慎重考慮 貴子弟攜帶手提電話回校的需要性，並強烈建議家長只為 貴子弟選購簡單型號的手提電話，以免學生炫耀或濫用，以致影響學業。本學年校方對學生攜帶手提電話回校的管理措施(請參閱下列「攜帶手提電話回校規則」)，希望家長配合。

除手提電話外，校方禁止學生攜帶其他電子產品回校，如手提電腦、平板電腦等。本校有足夠電腦可供學生課堂外使用。如有特別原因需要攜帶回校，請預先向校方申請。

另一方面，學生有責任自行保管財物，家長應明白購買價格昂貴的電話供子女使用，容易引致失竊，甚至被當街搶劫。新高中學制下，學生有較多選修科目，經常會到不同的課室上課。學校建議學生隨身攜帶貴重物品，或存放在儲物櫃內(本校儲物櫃全由學生自行買鎖鎖上)。

家長如認為確須讓子女攜帶手提電話回校，請填妥回條向校方申請，並承諾督促 貴子弟遵守在學校使用手提電話之規則。回條請於九月十一日前交回 貴子弟導師，遲交的申請回條一律不受理。

此致
貴家長



保良局莊啟程預科書院校長
李盤勝博士 謹啟

二零一八年九月四日

攜帶手提電話回校規則

1. 為免影響同學學習，學校嚴禁在校園內使用手提電話。
2. 學生必須於進入校門以前將手提電話關上，並於離開學校後方可使用手提電話。
3. 上課期間，學生家長請不要打電話、發短訊等給學生。如有緊急情況須聯絡學生，可致電學校 2390-5010。
4. 在非上課日子(如假期回校補課或活動)，有關使用手提電話的事宜，請跟從負責老師指示。
5. 獲准攜帶手提電話的同學，不應將手機借給其他同學使用。如該手機被發現違規使用，借出者亦將被視作違規使用電話，依下述方法處理；而使用者則依法嚴懲，除扣操行分三分外，須加罰留堂或校園服務。
6. 同學未經申請而擅自攜帶手提電話回校，如被發現違例使用，除所受處分同下外，須加罰留堂或校園服務。

違反上述攜帶手提電話守則的同學，本校有如下處理方法：

- 一、 初犯者，手提電話交由校方代為保管一個月或直至該學年散學禮，並扣操行分三分。
- 二、 再犯者，手提電話交由校方代為保管三個月或直至該學年散學禮，並將加重罰則。

回 條

導師：_____

申請攜帶手提電話事宜

敬覆者：

本人經已閱悉上述通告，現決定：

不申請讓子女攜帶手提電話回校，並同意校方處分未經申請而擅自攜帶手提電話回校的同學。

申請讓子女攜帶手提電話回校，並承諾督促敝子弟遵守攜帶手提電話回校規則，及同意學校對違反守則同學的處理方法。

*請在合適的□內加✓號。

攜帶回校之手提電話牌子及型號：_____

本人知悉及承諾督促敝子弟遵守「攜帶手提電話回校規則」。本人同意如果敝子弟違反「攜帶手提電話回校規則」時，須接受校方的處理方法。

- 一、 初犯者，手提電話交由校方代為保管一個月或直至該學年散學禮，並扣操行分三分。
- 二、 再犯者，手提電話交由校方代為保管三個月或直至該學年散學禮，並將加重罰則。

此覆

保良局莊啟程預科書院校長

學生姓名：_____ 班別：_____

家長聯絡電話：_____

家長姓名：_____

家長簽署：_____

二零一八年九月 日

⇒ mentor ⇒ CSE (DC)