

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 enforce stricter measures in their use. Please refer to the school rules as well as 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. 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. Students should bear the responsibilities to look after their properties, especially when they leave their homeroom for elective classes or PE/IA 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 9 and they will be considered on a case-by-case basis. Late submissions will not be entertained.



Yours faithfully

A handwritten signature in black ink, appearing to read 'Yau Man Kwong'.

Mr. Yau Man Kwong  
Principal

### **Regulations for bringing mobile phone to school**

1. To maintain a disturbance-free learning environment, using mobile phone is strictly prohibited inside the 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. The borrower will also have to go to detention classes or execute school campus services, on top of the deduction of 3 conduct marks.
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.

## 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.

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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 and the related school rules. 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.

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_

Parent's phone no.: \_\_\_\_\_

Parent's Name : \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**PO LEUNG KUK VICWOOD K.T.CHONG 保良局莊啟程預科書院  
SIXTH FORM COLLEGE**

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Telephone: 23905010 Fax: 23962926

SA48/2223/BSA/002

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並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；並希望家長配合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」）。

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，而他們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。回條請於九月九日前交回 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



邱萬光 謹啟

二零二二年九月一日

攜帶手提電話回校規則

1. 為免影響同學學習，學校嚴禁學生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. 學生家長請不要在上課期間致電、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，依校規處理；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，一律依校規處理並須加罰留堂或校園服務。

回 條

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。

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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」及相關  
校規，及同意學校對違反守則同學的處理方法。

\*請在合適的口內加✓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」及相關校規。本人同意如果  
敝子弟違反「攜帶手提電話回校規則」或相關校規時，須接受校方的處理方法。

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：\_\_\_\_\_

二零二二年九月 日

⇒ mentor ⇒ CCF (DC)