



2 Sep 2024

Dear Parents,

Student Mobile Phone Policy

The school has always been committed to creating a conducive learning environment for students. In order to prevent unnecessary disruptions on school premises or in the classrooms, the following regulations regarding the "Management of Mobile Phones by Students" and "Consequences for Improper Phone Usage" have been established :

1. Parents are required to inform the school whether their child will be bringing a mobile phone to school. If permission is granted, the brand, model, and phone number of the device must be provided for record-keeping purposes. Only after receiving approval from the school administration may students bring their mobile phones to school.
2. Each student is permitted to bring only one mobile phone to school. However, the phone must be turned off and securely stored to prevent loss before entering the school premises.
3. The school has installed large mobile phone storage lockers, with each student being assigned a specific compartment. However, students are responsible for providing their own padlocks and keys.
4. Prior to the start of classes in the morning and afternoon, students must place their mobile phones inside the designated compartments, lock them securely, and personally safeguard the keys.
5. If the students are late, when reporting to the school office to register the late arrival, students must also place their mobile phones inside the designated storage box or compartment.
6. If a student needs to leave early, they must first complete the necessary procedures and obtain approval from the school administration. Once approved, they can retrieve their phone from the school office before leaving the premises.
7. During lunchtime, students in S1 and S2 must remain in school premises and are not allowed to retrieve their mobile phones. However, students in other classes may retrieve their phones for mealtime as needed.
8. On special event days, Saturdays, or school holidays, if students bring their mobile phones to school, they must turn them off and securely store them to prevent loss before entering the school.
9. From the moment of entering the school until the end of the school day, unless granted permission by a teacher, students are not allowed to use or display their mobile phones. This includes placing phones in drawers, charging them, or allowing them to make sounds. Students who violate the guidelines for bringing mobile phones to school will face disciplinary action, and their phones will be temporarily confiscated by the school. Parents must personally come to the school to retrieve the confiscated phones.
10. After school, students may turn on or use their mobile phones if necessary, but they must adhere to the "Acceptable Use Policy (AUP)" regarding the use of electronic devices in school. If students are found using their mobile phones to play electronic games, engage in inappropriate photography/videography, or exhibit any misconduct, the school will promptly take action and administer appropriate consequences.
11. In the event that a teacher discovers a student violating the rules regarding mobile phone usage, the school will follow the established procedures and contact parents to discuss arrangements for phone storage^[1]



The school believes that parental guidance and student cooperation are crucial factors in the effective implementation of this policy. If your child needs to bring a mobile phone to school, please complete the attached form and remind your child to adhere to the "Student Mobile Phone Policy." If parents need to contact their child for urgent matters during class hours, they can call 23820002 to notify the school office staff, and appropriate arrangements will be made. For any inquiries, please feel free to contact the class teacher.。

Best Wishes,



CHUI Sze-ming

Principal

Lok Sin Tong Wong Chung Ming Secondary School

^[1] If a student violates the rules and their phone is temporarily confiscated by the school, the school will consult with the parents/guardians before taking further action. The confiscated phone will be securely stored by the school. In the case of an extended holiday or break, the school will assess the situation and determine an appropriate timeframe for returning the phone to the student based on the actual circumstances.



【Reply Slip】

(Please return it on or before 6 September 24)

Dear Principal :

I am the parent/guardian of _____ (student name) in class _____. I have read the notice carefully and am aware of the school's policy regarding the use of mobile phones by students, including the "Mobile Phone Storage Measures" and "Consequences for Improper Phone Usage." I would like to inform the school of the following: :

(Please mark the appropriate box with a ✓)

- My child does not need to bring a mobile phone to school. However, if circumstances change in the future, I will submit another application to the school.
- My child needs to bring a mobile phone to school and agrees to comply with the "Student Mobile Phone Policy."

The details of the student's mobile phone are as follows:

Phone Brand and Model: _____

Phone Number : _____

Parent's Signature: _____

Student's Name _____

Class (No.) _____ ()