



**School-based Mobile Phone Policy**  
**校本手提電話政策**

Dear Parents,  
各位家長：

To maintain a focused learning environment, the school advises against students bringing mobile phones for the following reasons:

1. The school provides phones for necessary communication with parents.
2. The use of mobile phones during school hours may disrupt classes and negatively impact learning.
3. Students may risk losing their phones.
4. Comparisons and pursuit of the latest phone models contradict the school's frugality culture.

Mobile Phone Policy highlights:

1. Students may bring ONE phone for emergencies, switched off and securely stored.
2. Within the school campus,
  - ◇ Phones must not be in standby or idle mode.
  - ◇ Phones must not emit any sound.
  - ◇ Phones must not be displayed, including being stored in drawers.
  - ◇ Phones must not be used, including charging or borrowing.
3. Junior form students (S.1-S.3) must use the mobile phone storage service. (Refer to the parents' letter about S.1-S.3 Mobile Phone Storage Policy for more details)
4. Senior form students (S.4-S.6) violating the policy three or more times must store their phones for 10 school days with the Discipline Department.

Parental reminders and student cooperation are vital for policy effectiveness. Additionally, students have the option to not bring their mobile phones to school. Violations of the mobile phone policy will be subject to penalties based on the severity of the case, which will be assessed on a term basis.

Occasion	Regular School Days and Special School Days		Uniform Test / Examination	
	1 <sup>st</sup> time	3 conduct marks deduction	1 <sup>st</sup> time	1 demerit
(1) Mobile phone in silent mode	1 <sup>st</sup> time	3 conduct marks deduction	1 <sup>st</sup> time	1 demerit
(2) Mobile phone emitting sound	2 <sup>nd</sup> time	1 demerit	2 <sup>nd</sup> time	2 demerits
(3) Mobile phone being displayed	3 <sup>rd</sup> time	2 demerits	3 <sup>rd</sup> time	1 minor offence
(4) Using Mobile phone	4 <sup>th</sup> time	1 minor offence	4 <sup>th</sup> time	2 minor offences

If students violate the policy of bringing a mobile phone to school, the phone in question will be retained for one day and parents will need to retrieve it on the following school day.

Note:

1. Students are advised not to bring valuable phones to school to prevent loss.
2. Students are strictly prohibited from using their phones for clandestine photo-taking or video-shooting, which is a serious offence and may result in a criminal record.
3. If students are found to be in violation of this policy, they will be required to turn off their phone and surrender it to the teacher. The school will then follow the aforementioned procedures.

### **S.1-S.3 MOBILE PHONE STORAGE POLICY**

Students in S.1-S.3 who bring their mobile phones to school must adhere to the following guidelines:

- (a) Parents must complete a letter stating the reason for their child's need to bring a mobile phone to school and apply for the mobile phone storage service. The letter should include the model, brand, and phone number of the mobile phone for record-keeping. Students can only bring their mobile phones to school if their application is approved by the school.
- (b) Each student is allowed to bring only one mobile phone to school. They must switch off their mobile phone before entering the campus and securely store it in their schoolbag for security purposes.
- (c) During the class teacher period in the morning, students must store their phones in a designated box. The phone will then be kept in a locked box in the classroom. Students can retrieve their phones after the last class teacher period or the final supervised lesson.
- (d) If students arrive late to school, they must report to the General Office to record their lateness, deposit their mobile phone at the General Office, and use their DID card to retrieve it from the DID room within 30 minutes after school. Late students can only retrieve their phones on the next school day.
- (e) Students must switch off their mobile phones during Uniform Tests, Examinations, special school days, Saturdays, and all school holidays. They should keep their phones properly for security reasons.
- (f) Students are prohibited from displaying their phones (including placing them in their drawers), using their phones (including charging), lending or borrowing phones, and allowing their phones to emit sound while on school grounds.
- (g) If students violate any of the above regulations, the school will retain their mobile phones, and parents must come to school to retrieve them.

For urgent communication with their children, parents can contact the General Office at 2604 9762.

本校設有電話，方便學生聯絡家長時使用；家長如有要事，可聯絡校務處代為通知學生。本校不建議學生攜帶手提電話回校，其原因如下：

1. 學生在校內無即時與外界聯絡之必要。
2. 容許學生於校內使用手提電話，會影響學生在課堂內的專注，並妨礙老師授課，同時也會影響學生及其他同學的學習。
3. 手提電話價值貴重，容易遺失或被盜。
4. 攜帶手提電話回校容易令學生互相比較，有違學校提倡的樸實風氣。

校方明白家長關心子女，希望在上學前或放學後能與子女保持聯絡，故作出下列安排：

1. 若有需要，學生只可攜帶一部電話回校；但在進入校園範圍前，學生必須關掉電話，並妥善放入隨身袋，以免遺失。
2. 在校園範圍內，學生需遵守以下規定：
  - ✧ 不可讓電話處於待機或備用狀態。
  - ✧ 不可讓電話發出聲響。
  - ✧ 不可展示電話（包括存放在抽屜內）。
  - ✧ 不可使用電話（包括充電或借用）。
3. 初年級（中一至中三）學生需參加學生手提電話寄存措施。詳情請參閱中一至中三學生手提電話寄存政策。
4. 高年級（中四至中六）學生若違反攜帶電話回校守則達三次，該學生亦需參加學生手提電話寄存措施，為期 10 個上課天。學生需在指定的上課天回校時，將手提電話直接交給訓導老師暫存，並可於該天放學後取回。

若同學違反攜帶電話回校守則，則按下列情況處理（每學期計算）：

	校園範圍內 包括特別活動日子 (統一測驗或考試進行中除外)	統一測驗或考試期間
電話發出聲響 / 未關掉電話 / 展示電話 / 使用電話	第一次：扣 3 分操行分	第一次：記缺點 1 個
	第二次：記缺點 1 個	第二次：記缺點 2 個
	第三次：記缺點 2 個	第三次：記小過 1 個
	其後每次：記小過 1 個	其後每次：記小過 2 個

\*\*若同學違反攜帶電話回校守則，有關違規之電話需由校方暫時保管，待下一上課天面見家長後才發還。

備註：

1. 學生若有需要攜帶電話回校，須填報其電話號碼，讓校方作記錄；如有遺失，方便跟進。
2. 學生切勿攜帶昂貴之電話回校，以免遺失，更不應以身試法使用電話偷拍 / 偷錄，觸犯私隱或更甚犯上刑事罪行。
3. 若校方發現學生違規，該學生須即時關掉電話，並將電話交予當事老師 / 訓導老師暫時保管，而校方將按上述程序處理。

## 中一至中三級手提電話寄存政策

所有攜帶手提電話回校之中一至中三級學生，必須於回校後寄存，措施詳情如下：

- (a) 家長須於本通告內，申報學生攜帶手提電話回校原因，為學生申請手提電話寄存服務，填寫有關手提電話之型號、牌子、電話號碼，以作紀錄。申請經校方批核後，學生方可攜帶手提電話回校。
- (b) 學生只可攜帶一部手提電話回校，在進入校園範圍前，同學必須關掉手提電話，並妥善保管，以免遺失。
- (c) 學生須於早上班主任節內，把手提電話存放於手提電話寄存箱內，待下午班主任時間或最後課節，在老師監督下取回。
- (d) 若學生遲到，必須於校務處登記遲到時，把手提電話存放於校務處，並於當天放學後三十分鐘內，憑訓導證到訓導室取回；逾時之學生，必須待下一個上課天放學後才可取回手提電話。
- (e) 凡學生於統一測驗、考試、學校特別活動日子、星期六或學校假期攜帶手提電話回校，必須在進入校園範圍前自行關掉電話及妥善保管，以免遺失。
- (f) 在校園範圍內，學生不可展示（包括存放在抽屜內）、使用（包括充電）、借用或讓電話發出聲響。
- (g) 凡學生違反以上使用守則，將被予以紀律處分。手提電話由校方暫時保管，家長須親自到校領回電話。

校方相信家長的提點及學生的合作是措施能否成功的關鍵。若 貴子弟有需要申請攜帶手提電話回校及寄存服務，敬希填妥回條，並提醒 貴子弟遵守以上守則。另外，學生亦可選擇不攜帶手提電話回校，家長如有急事需於上課期間聯絡學生，可致電 2604 9762，與校務處職員聯絡。

Christian Alliance Cheng Wing Gee College  
宣道會鄭榮之中學



Shum Kai Shing, Principal 沈啟誠校長  
5 September 2023 2023年9月5日

### Reply Slip 回條

I acknowledge the receipt of the above circular regarding "School-based Mobile Phone Policy

本人經已知悉 貴校來函有關「校本手提電話政策」之安排。

My child will not bring a mobile phone to school.

However, in the event of special circumstances, I will submit a written request to the school.

敝子弟不需要攜帶手提電話回校，惟日後有特殊情況，本人當以書面向校方申請。

My child needs to bring a mobile phone to school for the following reason:

敝子弟需要攜帶手提電話回校，原因：\_\_\_\_\_

#### Details of the mobile phone 手提電話資料

Brand and model of the phone 電話牌子及型號：\_\_\_\_\_

Phone number 電話號碼：\_\_\_\_\_

Name of Student 學生姓名：\_\_\_\_\_

Class 班別：\_\_\_\_\_ CSNO 班號：\_\_\_\_\_

Name of Guardian 監護人姓名：\_\_\_\_\_

(Block Letters 中文正楷)

Signature of Guardian 監護人簽署：\_\_\_\_\_

Date 日期：\_\_\_\_\_

Please put a '✓' in the appropriate box 請於適當 □ 內填上'✓'號

Kindly return the reply slip to Class Teacher on or before 6 Sep 2023.