

2nd September 2024

Rules of "Bringing Mobile Phones to School and 'Use of Mobile Phone Storage Lockers' "

Dear Parent/Guardian,

In order to cultivate students' self-discipline, enhance the security of storing mobile phones, and optimize the current system of bringing mobile phones to school, our school has installed mobile phone storage lockers for students. Students are encouraged to place their phones in these lockers before class and retrieve them after school. This measure aims to help students focus on their studies and reduce the risk of theft. The details are as follows:

1. To help students focus on their studies, parents must sign a consent form if their child needs to bring a mobile phone to school.
2. Before entering the school, students must switch off their mobile phones and place them in the locker assigned by the school. Phones can only be turned back on after leaving the school.
3. To prevent electronic devices from overheating, please ensure that the phone is switched off before placing it in the locker.
4. Students must bring their own combination lock (with a shackle diameter not exceeding 0.7 cm).
5. The lockers are equipped with an external locker gate that the school will lock and unlock at designated times.
6. If a student is late or leaves early, the school will arrange for a janitor to guide the student to their respective locker for the student to retrieve their phone.
7. To protect privacy, it is strictly prohibited to use mobile phones for recording within the school premises outside of the permitted times without special permission from the school.
8. The use or display of mobile phones within the school is strictly prohibited. Violation of any of the aforementioned rules may result in disciplinary action.

Yours faithfully,



Mr. Yau Man Kwong
Principal

[Reply Slip] Rules of "Bringing Mobile Phones to School and 'Use of Mobile Phone Storage Lockers' "
(Please return the signed reply slip to the College on or before 3 Sep, 2024)

I have read the notice dated 2nd September 2024 and understood the rules regarding "Bringing Mobile Phones to School and 'Use of Mobile Phone Storage Lockers'".

I am the Parent/Guardian of student name: _____ Class: _____ (Mentor: _____) I acknowledge that my child will bring a mobile phone to school and use the 'Mobile Phone Storage Locker'. I

☐ **Agree** and will ensure my child to comply with the above rules.

☐ **Disagree** with storing the mobile phone in the locker provided by the school. I will also ensure my child not to turn on, reveal, or use mobile phones within the school premises. If my child violates the above rules, the school may impose disciplinary action.

Note: The school is not responsible for any damage to the mobile phone while it is stored in the locker by the student.

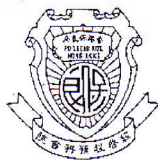
Parent / guardian's Name: _____

Parent / guardian's Signature _____

Student's Signature: _____

Date: _____





攜帶手提電話回校及「使用手機儲物櫃」守則

敬啟者：

為培養學生自律性，並加強對儲存手提電話的保安及優化現行攜帶手提電話的制度。本校已為學生安裝手機儲物櫃，讓學生於上課前自行將手機放置於獨立的儲物櫃內，並於放學時自行取回，好讓學生能專注學習及減低失竊之風險。茲將詳情列下：

1. 為學生專注學習，若學生需要攜帶手提電話回校，家長必須簽署同意書。
2. 學生進入校園前必須把手提電話關掉，放入校方編配的手機儲物格，放學後離開學校方可啟動手機。
3. 避免電子產品發生過熱情況，放入手機儲物格時請確保手機電源已經關掉。
4. 同學須自行配備密碼鎖鎖頭。（鎖扣直徑不超過 0.7 厘米）
5. 手機儲物櫃設有櫃門閘，校方會安排指定時段鎖閘及開閘。
6. 如同學遲到或早退，校方會安排工友帶同學生前往所屬手機儲物櫃，讓學生親自取回手機。
7. 為保障私隱，未經學校特准，任何非暫管時段嚴禁使用手機於校內攝錄。
8. 學校範圍內一律不可使用或展示手機。如有以上違規情況，校方會作出紀律處分。

此致
貴家長

保良局莊啟程預科書院校長



邱萬光校長謹啟

二零二四年九月二日

攜帶手提電話回校及「使用手機儲物櫃」守則
(請於九月三日或之前回覆)

敬覆者：頃閱二零二四年九月二日通知書，得悉有關攜帶手提電話回校及「使用手機儲物櫃」守則。

本人為 敝子弟姓名：_____ 班別：_____ (導師：_____) 的家長現得悉敝子弟攜帶手提電話回校及「使用手機儲物櫃」。本人

☐ 同意 並會督促敝子弟遵守上述守則。

☐ 不同意 放於校方編配之手機儲物櫃內。本人亦確保在學校範圍內不開啟、不展露或使用手機。
 若本人子女違反上述守則，校方可作出紀律處分。

備註：校方代學生保管手機，全程均由學生自行放置儲物箱內，如有損壞，恕不賠償。

學生簽署：_____

家長姓名：_____

家長簽署：_____

日期：_____

此覆

保良局莊啟程預科書院校長

二零二四年____月____日

* 請刪去不適用者。

