

# Mobile Phone Policy

## Guidelines for Students

### Rules and Regulations:

1. The Mobile Phone Policy (hereinafter referred to as the Policy) applies at all times<sup>1</sup> on campus <sup>2</sup> including post-examination and examination periods.
2. Students should not use their mobile phones on campus. A student may use his mobile phone only in the presence of a teacher after he gets his or her permission due to special circumstances.<sup>3</sup>
3. Students are required to follow the Policy. A student who violates the policy is required to hand over his phone to a teacher for safe keeping. The teacher will record his name in the mobile phone registry within the discipline system and pass the phone to the Discipline Committee. Students who fail to follow teachers' instruction will be referred to the Discipline Committee for follow up action.
4. Students must fill in the "Mobile phone application form" and get their parents' consent in order to bring their phones to school. Students are allowed to bring mobile phones to school only after obtaining the school permission. The School reserves the right to withdraw the permission at any time if students repeatedly or seriously violate the Policy.
5. After obtaining school permission, students should turn off their mobile phones once they enter the school premises (starting from the school gates).
6. Students should not have their mobile phones out in the open or in places that are visible to others on campus.

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<sup>1</sup> The policy applies 24 hours a day and to all school functions such as Apple Race, Speech Day, Swimming Gala, Sports Day, Christmas Service, Easter Service and End of Year Service.

<sup>2</sup> For the use of mobile phone in the boarding school, please refer to its mobile phone policy.

<sup>3</sup> Extracurricular activities after 3:45 pm should be supervised by teacher-in-charge. For special circumstances, the teacher-in-charge should apply in advance to the Headmaster for discretion on contact arrangement if necessary.

7. The Discipline Committee will follow up on the cases of students who bring their mobile phones to school without obtaining school permission.
8. Using a mobile phone or personal electronic device for the unauthorised recording of images or sounds of students or staff is in direct breach of the Policy of the school. It is a serious offence to use a mobile / device to menace, harass or offend another person. Students who use a mobile / device in such ways have gravely infringed on other people's rights and he will be referred to the Discipline Committee for follow up action.
9. Besides mobile phones, students are not allowed to bring any electronic device back to school unless authorized by the school. Students who violate this rule will be referred to the Discipline Committee for follow up action. In order to facilitate teaching and learning, the school provides electronic devices to students in the classroom for e-learning under teachers' supervision.
10. Students are allowed to wear a smartwatch (for time keeping only) back to school except when taking assessments, tests or examinations. Students are not allowed to use the smartwatch for any other purpose. Students who violate this rule will be referred to the Discipline Committee for follow up action.
11. Students should take proper care of their mobile phones. The school is NOT responsible for any loss of or damage to students' mobile phones.

### Follow up action for the Mobile Phone Policy

- The school expects students not to use their mobile phones or any other inappropriate electronic devices on campus. (Excused only with the approval from the Dean of Studies and under teachers' supervision for educational purpose.)
- Cases of students who violate the Policy as stated in the table below will have their cases passed to the Discipline Committee for follow up actions as follows:

Misuse of mobile phone for the	Follow up actions
1 <sup>st</sup> time	<ul style="list-style-type: none"> <li>• Confiscation of the mobile phone or inappropriate electronic devices for <b>ONE</b> school day</li> <li>• Warning message will be sent to parents</li> <li>• The student will have the item(s) returned the following school day from 15:45 to 16:15</li> </ul>
2 <sup>nd</sup> time	<ul style="list-style-type: none"> <li>• Confiscation of the mobile phone or inappropriate electronic devices for <b>THREE</b> school days</li> <li>• Student will be sent to Detention Class</li> <li>• Warning message will be sent to parents</li> <li>• The student will have the item(s) returned from 15:45 to 16:15 when the 3-day confiscation period is over</li> </ul>
3 <sup>rd</sup> time onwards	<ul style="list-style-type: none"> <li>• Confiscation of the mobile phone or inappropriate electronic devices for <b>ONE MONTH</b></li> <li>• Student will be sent to Detention Class</li> <li>• Meeting with parents will be arranged</li> <li>• The student will have the item(s) returned from 15:45 to 16:15 when the one month confiscation period is over</li> </ul>

*\*\*Students can apply for special arrangement with discipline teachers in regards to the return of confiscated items as long as a valid reason is provided to support the request (e.g. special activities / timetable). Students are only allowed to have such an arrangement after obtaining permission from the school.*

- Cases of students who misuse mobile phone for 4<sup>th</sup> time onwards, will be referred to the Discipline Committee and Student Guidance Team for follow up action.
- Examples of follow up actions as follows:
  - ✓ Meeting with the class teacher
  - ✓ Meeting with a member of Student Guidance Team
  - ✓ Meeting with the social worker
  - ✓ Meetings with Heads of the Student Guidance Team and the Discipline Committee
  - ✓ Meeting with Parents
  - ✓ Meeting with professionals
  - ✓ Discipline report or/and Counselling report to Centre for Further Studies / Careers Office / External scholarship committee / Internal scholarship committee / Teacher-in-charge of ECA / Promotion meeting / Deans / Headmaster
  - ✓ Record on report card
  - ✓ Record in student profile
  - ✓ Warning letter
  - ✓ Detention class
  - ✓ Suspension