



To: G3-G6 Parents
From: Dr Agnes Wai, Principal
Date: 7th September 2018

Notice No.9
Bring Mobile Phone to School

Bringing mobile phone to school is discouraged because disturbance may be caused in lessons. However, consideration has been given to facilitate communication between students and their families beyond school hours. If your child needs to bring a mobile phone to school, he / she has to comply with the following regulations:

- The mobile phone must be labelled or marked with student's class and name.
- Information of the mobile phone must be registered with the school for security reasons.
- Each student can register one mobile phone only. Only the registered mobile phone can be brought to school.
- Unless prior approval is given, the mobile phone must be switched off on campus.
- The student should take full responsibility and good care of his/her mobile phone.
- If a student finds that his/her mobile phone is lost or suspected to be stolen, he/she should report to the school at once. Though the school is not liable for any damage or loss of students' mobile phones, investigation would be considered when necessary.
- No PDA, Palm, or similar electronic devices are allowed.

Any student violating the regulations above would receive punishment(s) including verbal warnings, demerit(s), and/or forfeiture of the rights to bring mobile phones to school.

Please complete the reply slip and return it to the class teacher before Friday, 21st September 2018. (In the case of application for bringing mobile phone, please provide information regarding Brand, Model and number)

✂----- **REPLY SLIP** -----

To: The Principal, St. Stephen's College Preparatory School

I, parent of _____ Grade _____, have read and fully understood the regulations of bringing a mobile phone to school.

Mobile phone information Brand: _____ Model: _____ Number: _____
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Signature of Parent / Guardian

Name of Parent / Guardian

Date

General Office

通告第九號
有關攜帶手提電話回校事宜

本校向不鼓勵同學攜帶手提電話回校，以免影響學習。惟考慮到家長要求，方便其與子弟在校外時間仍保持接觸，故同意學生在符合下列規條的情形下，可攜帶手提電話回校：

- 手提電話上必須貼有或印有學生班別及姓名
- 必須向校方登記有關電話的資料
- 每位同學只能登記一部手提電話，只有已登記之電話才能攜帶回校。
- 除非得到校方預先批准，學生必須在校園內關上手提電話。
- 學生有責任妥善保管其手提電話
- 學生如發現遺失其手提電話或懷疑其手提電話被偷，應立即向校方報失。但校方對學生手提電話之損壞及遺失不負任何責任，且在合理之情況下，才會進行調查。
- 嚴禁攜帶個人電子手賬或相類功能的電子產品

任何學生若違反以上規條，將按情況受到口頭警告、登記缺點以至褫奪其攜帶手提電話回校之權利等處分。

請家長填妥下列回條，於九月二十一日（星期五）前交回班主任為盼。（如申請攜帶手提電話，須填上品牌／型號及號碼）

以上通告

三至六年級家長

校長

衛燕華博士

二〇一八年九月七日

✂----- 回條 -----

敬覆者：

本人為_____班_____家長，已細閱來函，並知悉攜帶手提電話回校之有關規條。

手提電話資料

品牌：_____ 型號：_____ 號碼：_____

家長／監護人簽署

家長／監護人姓名

日期