

學生攜帶及寄存手提電話之安排

敬啟者：本校一直致力締造一個有利學習的校園環境，讓學生專注投入學習。故此，學校不鼓勵學生攜帶手提電話回校，減少不必要的干擾。但也考慮到手提電話日趨普及，成為日常的必需品，學生可能因居住位置偏遠或因參加課外活動或補課而晚回家，家長期望與學生保持聯絡，以確保子女的安全。學校已在校舍地下設置專用的儲物櫃，供學生存放手提電話。有關存放手提電話的具體安排現臚列如下：

- 一、凡攜帶手提電話回校的學生，須於每天抵校時（早上 7：30 至早上 8：25）自行將手提電話鎖在指定編號的儲物櫃內。如星期六回校補課，亦需於補課時把手機存放在儲物櫃。
- 二、學生存放手提電話前，必須先關掉電話。
- 三、學生須自行帶備鎖頭（不得使用密碼鎖），並確保儲物櫃鎖好。
- 四、校方會於早上 08：25 鎖上儲物櫃前的捲閘，以進一步加強保安。
- 五、學生可於放學後（下午 3：30 至下午 7：05）自行從儲物櫃取回手提電話。
- 六、學生須小心保管手提電話、鎖頭及鎖匙。如有遺失，校方一概不予負責。
- 七、學生如忘記攜帶鎖頭或鎖匙，須把手提電話存放在校務處，離校時到校務處取回。
- 八、學生如遺失儲物櫃鎖匙，可向校方申請剪鎖。
- 九、嚴重遲到回校的學生，須把手提電話存放在校務處，離校時到校務處取回。
- 十、學生在學校期間如需與家長聯絡，可到校務處借用學校電話。
- 十一、學生在校外使用手機，只可作緊急通訊之用，其他非緊急的使用均會被懲處。
- 十二、學生須於結業禮當天移除鎖頭，否則校方將會剪鎖。

上述存放手提電話的措施將於九月初全面實施。若學生被發現在校內未經許可攜帶手提電話，將作違規論，其手提電話須由家長到校領回，學生亦將被記缺點一次。

貴家長閱讀後，請簽署後附回條，並著 貴子弟於九月二日（星期四）交回班主任為盼。

此致
貴家長

校長

_____ 謹啟

2021 年 9 月 1 日

保良局馬錦明中學 2021-2022 年度第 3 號通告

回條

敬啟者：本人已知悉 貴校之「學生攜帶及寄存手提電話之安排」的內容，並將會督促敝子弟遵照校方的安排處理其手提電話。本人將 *會／不會 為敝子弟申請手提電話儲物櫃。

此致
保良局馬錦明中學校長

家長簽署：_____

學生姓名：_____

班 別：_____（ ）

2021 年 9 月 日

*請刪除不適用者

Dear Parents/Guardians,

Notice on the arrangement for students to bring and store mobile phones at school

The school has always been committed to creating a favorable learning environment for students to focus on learning. Therefore, schools do not encourage students to bring their mobile phones back to school to reduce unnecessary interference. However, it is understood that mobile phones have become popular daily necessities. As students may live in remote places or go home late after joining extracurricular activities or remedial classes, parents expect to keep in touch with students to ensure their children's safety.

Therefore, special lockers are installed in the ground floor of the school building for students to store mobile phones. The specific arrangements for storing mobile phones are listed below:

1. Students who bring their mobile phones to school must lock their mobile phones in the lockers with the assigned numbers when they arrive school (7:30a.m. to 8:25a.m.). If students have remedial class on Saturday in school, they also need to lock their mobile phones in the lockers when they arrive school.
2. Students must turn off their mobile phones before storing their mobile phones at school.
3. Students must bring their own key locks and ensure that the lockers are locked. Password locks are not allowed.
4. The school will lock the rolling shutter in front of the lockers at 8:25 a.m. to further strengthen the security.
5. Students can get back their mobile phones from the lockers after school (3:30p.m. to 7:05p.m.).
6. Students must take care of their mobile phones, locks and keys. The school is not responsible for any loss.
7. If a student forgets to bring his lock or key, he must store his mobile phone in the school office and get it back from the school office when he leaves school.
8. If a student loses the key of his locker, he can ask the school for help to cut the lock.
9. Students who are late for school seriously must store their mobile phones in the school office and get them back from the school office when they leave school.
10. If students need to contact their parents during school time, they can request using the school phone in the school office.
11. Students can only use their mobile phones for emergency communication outside the school campus. Students who use mobile phones outside the school campus for non-emergency purposes will be punished.
12. Students must remove their lock on the day of End-of-Term Ceremony. Otherwise, the lock will cut by the school.

The above measures for storing mobile phones will be fully implemented in early September 2020. It is regarded as a violation of the above school rules if a student is found to be carrying a mobile phone in the school campus without the school permission. In such case, his parent needs to come to school to get back the mobile phone and the student will get a demerit record.

Please sign the reply slip below after reading the above notice and request your child to return it to his/her class teacher on 2nd September 2021 (Thursday). Thank you for your kind attention.

Yours faithfully,
Ha Man Leung
The Principal

Po Leung Kuk Ma Kam Ming College 2021-2022 Notice No. 3
Reply Slip

September, 2021

Dear Principal,

I have read and understood the above rules regarding the bringing and storage of mobile phones at school. I will ensure my son/daughter will handle his/her mobile phone according to the school rules. I * will/will not apply for a mobile phone locker for my son/daughter.

Yours faithfully,
(Parents'/Guardians are only required to sign on the Chinese version.)

* Please delete as appropriate