



3rd September, 2018

Dear Parents / Guardians,

Students Bringing Items Not Related to Lessons to School

The rapid development of information technology (IT) has facilitated the wide use of IT products in our society. However, our School and the committee members of Parent-Teacher Association, after consideration, reckon that it is not necessary for our students to bring along their IT products to School, with the exception of special needs of learning in class or individual needs. Please find the details of bringing IT products and usage guidelines in the Appendix as attached. Should there be any student bringing along the IT products without the permission of our School, he/she will be given a demerit as punishment.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

Details of Monitoring Students Bringing Items Not Related to Lessons to School
and Usage Guidelines

1) Mobile phones:

- a) Parents/guardians should apply for permission in written form to our School if their children need bring along their mobile phones to school. Once permitted, a mobile phone locker will be assigned to the student. The student has to switch off the mobile phone and lock it in the assigned locker (no excuse on forgetfulness is allowed). He/She can get the mobile phone after school, otherwise, the student will be disqualified from bringing the mobile phone to school.
- b) If a student has to bring along his/her mobile phone to school owing to unexpected situation, he/she has to make application to our School with a letter written by a parent and hand it to the class teacher. Once the class teacher ratifies the application and countersign the parent's letter, the student has to hand in the mobile phone at the school general office (no excuse on forgetfulness is allowed). He/she has to pick up the mobile phone soon after school.
- c) Anyone who breaks this rule will be penalized: with a demerit for the first attempt, a minor demerit for the second attempt, and a major demerit for frequent attempts.

2) Others:

- a) If any student need to bring along IT products or magazine to school with the purpose of doing class exercise or working on special topics (e.g. camera, MP3, etc.), he/she has to handle it/them to the teacher, who is responsible for looking after them, soon after arriving at school. No excuses are allowed to make on forgetfulness.
- b) Anyone who breaks this rule will be penalized: with a demerit for the first attempt, two demerits for the second attempt, and a minor demerit for frequent attempts.