

St. Joseph's Anglo-Chinese School

Policy on Students Bringing Mobile Phones to School (2026-27 School Year)

To foster a favorable learning environment for all members of the St. Joseph's family and prevent mobile phone usage from affecting students' learning focus and academic performance, the school has provided dedicated "mobile phone lockers" for all students. All students bringing mobile phones to school must strictly abide by the following policy and store their phones in their designated locker compartments.

1. Preparation Before Entering Campus:

Before entering the school gate, students must completely turn off their mobile phones (including all alarm functions).

2. General Regulations After Entering Campus:

- 2.1. Students are strictly prohibited from using mobile phones anywhere on campus.
- 2.2. The school has assigned a specific mobile phone locker compartment to each student based on their student number.
- 2.3. Upon entering campus, students must immediately lock their powered-off mobile phone (including alarm functions) into their designated locker compartment.
- 2.4. Students must prepare a key-operated padlock of appropriate size (43 mm × 25 mm) and keep the key securely. Each time students retrieve their mobile phone, they must re-lock the compartment immediately.

3. Regulations for Late Students:

- 3.1. Students arriving before 8:00 am who do not have sufficient time to store their mobile phone in the locker before morning assembly must immediately hand their powered-off phone (including alarm functions) to their Class Teacher after morning assembly. They must collect the phone from the Class Teacher before leaving school on that day.
- 3.2. Students arriving late after 8:00 am must hand their powered-off phone (including alarm functions) to Mrs. Mak in the General Office. The General Office will record the student's name and student number.
- 3.3. Students who deposit their phone in the General Office are not allowed to retrieve it during lunch break. They must collect their phone from the General Office when leaving school for the day (at or before 4:45 pm).
- 3.4. If a student needs to stay at school after 4:45 pm due to detention, remedial classes, extracurricular activities, or using the self-study room, they must immediately lock their phone back into their locker upon retrieval or hand it to the teacher/tutor/coach present until leaving school.

4. Other Circumstances Preventing Phone Storage in Lockers:

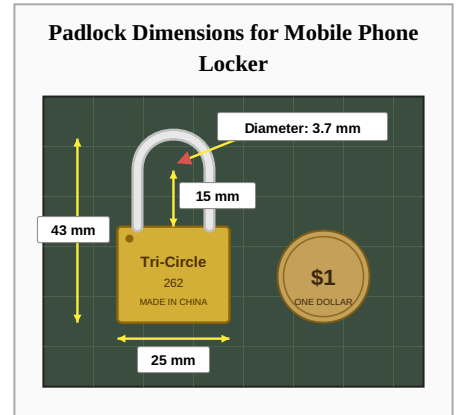
- 4.1. Students unable to store their phone in their locker due to other reasons (e.g., missing lock or key) must hand their powered-off phone (including alarm functions) to their Class Teacher before morning assembly.
- 4.2. If a phone is deposited at the General Office, the staff will record the student's name and student number, and deliver the phone to the Class Teacher before dismissal.
- 4.3. Students concerned are not allowed to retrieve their phone during lunch break and must collect it from their Class Teacher before leaving school.

5. Regulations for Lunchtime:

- 5.1. Students eating lunch outside campus may retrieve their phone from their locker during lunch break. Upon returning to school, they must immediately lock their powered-off phone back into their locker.
- 5.2. Secondary 3 to Secondary 6 students ordering takeaway lunch must contact the restaurants outside school on their own after school on the preceding day. Students may also purchase lunch at the school snack shop.

6. Regulations on Mobile Phone Use During Extracurricular Activities or Classes:

- 6.1. During on-campus extracurricular activities or regular classes, if a teacher deems it necessary for students to use mobile phones for learning or activity purposes, the teacher will instruct students to collect their phones from the ground-floor lockers. Students must not decide on their own to retrieve phones. After the activity or class, phones must be locked back into lockers immediately.
- 6.2. For off-campus activities where students will not return to school or will return late, the teacher-in-charge will evaluate whether students may collect their phones prior to the activity. Students must obtain explicit teacher instructions before retrieving phones and must follow instructions without unauthorized phone use. Students returning to school after off-campus activities must immediately lock their phones back into their lockers.



7. Regulations After School:

Students remaining at school after school hours due to detention, remedial classes, extracurricular activities, or self-study room usage must keep their mobile phones stored in their lockers until leaving school. Unauthorized retrieval and usage of mobile phones on campus will be subject to severe disciplinary penalties upon discovery.

8. Communication Arrangements with Parents:

If students need to contact their parents, please go to the General Office or outside the Staff Room on the 4th floor to borrow a telephone. In case of emergency, parents may contact the General Office at 3752 4500.

9. Regulations on Non-School Days:

9.1. Students returning to school on non-school days (e.g., Saturdays, Sundays, or school holidays) must still lock their powered-off mobile phones (including alarm functions) in their designated lockers.

9.2. Students who did not bring their locker key must hand their powered-off mobile phone (including alarm functions) to the teacher-in-charge before participating in extracurricular activities or remedial classes.

10. Penalties for Policy Violations:

10.1. Any student found violating the mobile phone policy will face disciplinary action based on the severity of the offense, including but not limited to:

Circumstance / Offense	Disciplinary Action
Failure to store mobile phone in locker / Failure to power off mobile phone	1-day Detention
Using mobile phone on campus for communication, internet browsing, or gaming	Demerit point to Minor Demerit
Using mobile phone or iPad on campus for photo taking or audio recording	Minor Demerit to Major Demerit
Uploading and/or distributing video or audio recorded on campus to the Internet	Major Demerit and Suspension
Failing to store mobile phone as required and intentionally concealing facts	Up to Major Demerit (Maximum penalty)

10.2. If a student accumulates 5 or more instances of forgetting to store their mobile phone in the locker, the school will interview the student and contact parents to understand the cause. The student concerned will be required to hand their mobile phone to their Class Teacher during morning assembly every day, and may only collect it when leaving school.

10.3. The school maintains the same stance regarding smartwatches with similar functions; students should not use smartwatches on campus. If improper use of such devices is found, the school will impose disciplinary actions according to the nature of the violation.

Students are urged to exercise self-discipline and follow rules to build a focused and efficient learning environment together!