



MOBILE DEVICE POLICY

PREPARED: Nov 3, 2020

AMENDED: 19 September, 2025

APPROVED: 13 October, 2025

BACKGROUND

Mobile phones have great utility and can serve as an educational tool but they can also have a detrimental effect on a student's concentration levels and academic performance due to the distractions they can provide. Academic research has shown that restricting use of mobile phones and smart watches during the school day can improve focus during lessons and, as a result, improve academic performance. In addition, face-to-face social interactions typically become more frequent, and incidents of conflict and tardiness have been shown to be reduced. As TIS is a 1 to 1 laptop school from Grade 6, students have their laptops as a technological tool to engage in their learning tasks during the day, when required, so phone and/or smart watch access is not required for learning activities. Other grades have technology access provided by the school for learning purposes.

GUIDELINES

- Students are allowed to use mobile phones or communicate via smart watches on school grounds and buildings prior to the official start of classes and after the end of day's classes.
 - Elementary school - before 8:25am, after 3:05pm
 - Secondary school - before 8:50am, after 3:35pm, and lunch time
- Students are expected to keep mobile phones and smart watches in Primary in their lockers or designated space assigned by the teachers during the school day. Secondary students are permitted to have smart watches outside of tests/exams.
 - Elementary school - 8:25am - 3:05pm
 - Secondary school - 8:50am - 3:35pm (except during lunch)
- Students should contact their parents/guardian, as needed, from the telephones located in their respective Elementary/Secondary school office or NW Front Office.



- Parents/guardians should contact their child, as needed, via the respective Elementary/Secondary school office or NW Front Office.
- Teachers may allow use of mobile phones for educational purposes during lessons.

CONSEQUENCES FOR VIOLATION OF POLICY (Primary):

- 1st offence: The mobile device will be collected by the teacher and held until the end of the day. The family will be informed of the offence and noted on Gibbon.
- 2nd offence: The mobile device will be handed to the Elementary Vice Principal [VP]. The family will be informed of the violation, and a meeting will be scheduled with the VP, family, and child. The violation will be recorded on Gibbon.
- 3rd offence: The device will be handed to the Elementary VP, and the family will be notified. The child will not be permitted to have the device at school for a length of time determined by the VP.

CONSEQUENCES FOR VIOLATION OF POLICY (Secondary):

- 1st offence: the mobile phone will be taken to the Secondary school office and may be collected by the student at the end of the school day.
- 2nd offence: mobile phone will be taken to the Secondary school office and may be collected by the student's parent/guardian at the end of the school day.
- 3rd offence: mobile phone will be taken to the Secondary school office and may be collected by the student's parent/guardian after 5 school days.
- All violations will be documented in Gibbon. After a second offence, the student must hand in their phone to the Vice Principal daily for 1 week. If a third offence occurs, the student must hand in their phone to the Vice Principal daily for 1 month. If a student violates the phone policy more than three times, more serious consequences will be implemented, which will include



parental/guardian involvement, loss of privileges, and could lead to the student being placed on a behaviour contract to ensure accountability and outline expectations moving forward.

USE OF OTHER TECHNOLOGY DEVICES AT SCHOOL (applies to Secondary school students only):

- laptop/iPad device: students are allowed to use during normal lessons, breaks, lunch, before and after school, in approved locations.
- headphones: students are allowed during lunch or before and after school. Teachers may permit use of headphones connected to laptop devices during lessons.
- Smart watches should be removed for tests/exams.
- Gaming and social media are not allowed on campus between 8:50am-3:35pm.

* The school will not be liable for lost devices.

* In case of any discrepancy between the English version and the Chinese version, the English version shall prevail.



校園手機使用規定

制定日期:2020年11月3日

修訂日期:2025年9月19日

批准日期:2025年10月13日

政策背景

手機具備多種功能，可作為有效的教育工具，但同時也可能分散學生注意力，影響專注力與學業表現。學術研究顯示，限制學生在校期間使用手機及智能手錶，有助提升課堂專注度，進而改善學術成績。此外，減少電子設備使用也促進面對面社交互動，減少衝突與遲到情況。鑑於TIS從小六開始實行學生自攜電腦回校的學習計劃，學生在需要時能使用筆記型電腦完成日常學習任務，因此在校期間無需使用手機或智能手錶。其他年級學生則可使用學校提供的電子設備以支援學習。

具體規定

- 學生僅可在回校上課前或放學後於校園及教學樓內使用手機或通過智能手錶進行通訊：
 - 小學:上午8時25分之前、及下午3時05分後
 - 中學:上午8時50分之前、午膳時段、以及下午3時35分後
- 在校期間，手機及智能手錶需存放在指定位置：
 - 小學:上午8時25分至下午3時05分期間，手機及智能手錶需全天存放在儲物櫃或老師指定區域
 - 中學:上午8時50分至下午3時35分期間(午膳時段除外)，在上課及考試期間，手機及智能手錶妥善存放
- 學生如需聯絡家長或監護人，可前往小學部、中學部或北翼辦公室使用座機電話
- 家長或監護人欲聯繫學生，請通過所屬學部或北翼辦公室轉接
- 老師經批准後，可允許學生在課堂期間使用手機進行教學相關活動

違規處理細則(小學部):

- 初次違規:教師暫時保管學生的移動設備，並於當日放學時歸還，同時透過Gibbon系統通知家長並記錄違規紀錄。



- 再次違規:移動設備由副校長保管,校方將通知家長,並安排副校長、家長及學生進行三方會談;違規紀錄會記錄於 Gibbon 系統。
- 第三次違規:移動設備繼續由副校長保管,學生在校使用移動設備的權限將依副校長裁決期限予以限制。

違規處理細則(中學部):

- 初次違規:學生移動設備暫存於中學辦公室,學生可於當日放學時自行領回。
- 再次違規:移動設備暫存中學辦公室,須由家長或監護人於當日放學時代為領取。
- 第三次違規:移動設備暫存中學辦公室,家長或監護人須於五個學校日後前來領取。
- 所有違規行為皆記錄於 Gibbon 系統。自第二次違規起,學生需連續一週每天將手機交由副校長保管;達三次違規者,管控期限延長至一個月。若違規次數超過三次,將安排家長參與的會談,並施行權限限制等進一步處分;嚴重者需簽署行為守則,明確後續行為要求。

其他電子設備使用規範(僅適用於中學部):

- 手提電腦/iPad:允許在正常上課時間、課間休息、午膳時段及上下課期間於指定區域使用。
- 耳機:允許於午膳及上下課期間使用,課堂上須經科任老師許可,並連接教學設備時方可使用。
- 智能手錶:測驗及考試期間必須摘除
- 上午8時50分至下午3時35分的日常上課期間,校園內嚴禁登入遊戲及社交媒體

* 學校對任何遺失的電子設備不承擔賠償責任。