



## MOBILE DEVICE POLICY

### BACKGROUND

Our primary priorities as a school are to provide a safe, respectful and focused learning environment where every student can achieve their full potential and develop strong social and emotional skills. To support these aims, mobile devices must remain out of sight during the school day; all personal devices must remain switched off and stored away.

This measure is designed to minimize distractions, reduce the misuse of technology, and encourage positive face-to-face interaction so that teaching, learning and community well-being remain at the heart of everything we do.

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, students have their laptops as a technological tool to engage in their learning tasks during the day, when required, so phone and/or smartwatch access is not required for learning activities. Younger grades have technology access provided by the school for learning purposes.

### GUIDELINES

- Students are not allowed to use mobile phones or communicate via smart watches on school grounds and buildings. This means that phones **are not to be used** between the following times.
  - Elementary school - 8:00am to 3:05pm
  - Secondary school - 8:00am to 3:35pm

During these times, laptops and iPads must only be used for educational purposes. **For Secondary students, phones should be kept in the student's locker.** High School students are able to take their phone with them **for lunch at the food vendors off the school site, but must remain on MUST campus.**

- Students are expected to keep mobile phones in their lockers or designated space assigned by the teachers during the school day. Elementary students



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may be asked to keep smart watches in the space designated by their teacher.

- Students should contact their parents/guardian, as needed, from the telephones located in their respective Elementary/Secondary school office or the North Wing Front Office.
- Parents/guardians should contact their child, as needed, via the respective Elementary/Secondary school office or North Wing Front Office.
- Teachers may allow use of mobile phones for **educational purposes only** 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.



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- 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. If a student would like to complete work on their device during lunch, they should do so in the library.
- Headphones: students may use headphones in the library when completing work.
- Smart watches: must be placed in lockers during the school day.
- Gaming and social media is not allowed on **TIS grounds or in TIS buildings**; cases of misuse of technology will be addressed by administration.

\* The school will not be liable for lost devices.

**AMENDED:** November 2020, September 2025, **April 2026**

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**APPROVED:** April 2026

\* 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

### 政策背景

作為一所學校，我們的首要任務是提供一個安全、尊重且專注的學習環境，讓每一位學生都能充份發揮潛能，培養健全的社交與情緒能力。為支持這些目標，在校期間，移動裝置必須保持隱藏；學校現在此要求學生的個人裝置必須關機並妥善收好。

此措施旨在將干擾減至最低，減少科技裝置的濫用，並鼓勵積極的面對面互動，從而使教學、學習與校園群體的福祉始終成為我們一切工作的核心。

學術研究顯示，限制在校期間使用手機與智能手錶，有助提升課堂專注力，進而改善學業表現。此外，面對面的社交互動亦會因此變得更加頻繁，衝突與遲到的情況亦會減少。有鑒於TIS要求學生每天自攜電腦回校，因此學生在校期間若有需要，可使用手提電腦作為工具參與學習任務，因此學習活動無需使用手機及／或智能手錶。低年級學生則由學校提供學習所需的科技設備。

### 具體規定

- 學生不得在以下時段在校園及教學樓等地使用手機或通過智能手錶進行通訊，則學生在以下時段內，**學生不允許使用手機**：
  - 小學：上午8時至下午3時05分
  - 中學：上午8時至下午3時35分

在上述時段內，手提電腦及iPad僅可用於教育用途。**中學生上課期間必須將手機存放在個人儲物櫃中。**高中學生可攜帶手機前往科技大學校園內用餐。

- 學生應於上課日期間將手機存放在個人儲物櫃或老師指示的區域。小學生可能需要跟據老師要求，將智能手錶存放於指定位置
- 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:移動設備由小學副校長保管。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:移動設備由小學副校長保管。校方將通知家長,學生在校使用該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,可能須由家長或監護人於當日放學時親臨領取。
- 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使用;若學生欲在午膳時段使用裝置完成功課,必須前往圖書館方可使用。
- 耳機:在圖書館進行作業期間必須使用耳機。
- 智能手錶:上課期間必須存放在儲物櫃內。
- TIS校園以及所屬場地內嚴禁登入遊戲及社交媒體;對於不當使用電子設備的情況,將由學校管理層進行處理。

\* 學校對任何遺失的電子設備不承擔賠償責任。

修訂日期:2020年11月、2025年9月、2026年4月

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\* 此中文譯本僅供參考之用,文義如有歧異概以英文版本為準。