



學生紀律提示

No. 10-11/01a

敬啟者：

本校重視培育學生守紀盡責、珍惜校園生活及維持嚴謹淳樸的校風，並期盼家長們予以支持。際此學期之初，訓導組就下列事宜，懇請各家長注意：

1. 本校著重學生在德智體群美五育的發展，除日常課堂教學外，亦舉辦各項活動予學生參與（包括各項戶外教育活動、陸運會、試後校內/校外活動等）。學生應積極參與各類課堂/課外活動，家長宜勸勉 貴子女珍惜上課時間，如非必要，不宜請假，尤其不應在學年結束前請假前往外地旅遊。未有充分理由，或不獲批准之缺席，學校會作學生曠課紀錄。
2. 為方便學生分科分組上課，本校為學生提供儲物櫃，亦為免遺失鑰匙，學生須自備密碼鎖。儲物櫃只供暫存課本，學生每天須取回所需課本回家溫習，並保持儲物櫃整潔。儲物櫃嚴禁存放違禁品，違者會受處分。
3. 學生服飾儀容，以簡樸整潔為原則，並體現團隊精神。學生配戴飾物、染髮、電髮、曲髮、化妝等消費潮流，既會破壞淳樸校風，亦有礙學生專注學習。家長宜勸導 貴子女端正髮式儀容，體現良好的精神面貌。有關學生校服儀容規則，可參考〈學生守冊〉第15-16頁。
4. 家長宜勸導 貴子女，如非必要，切勿攜帶大量現金或貴重物品回校。學期初學生需繳交各項費用期間尤須關注；為免失竊，必須自行妥善保管個人財物。
5. 家長宜經常翻閱學生手冊，了解子女在校的表現。學校亦會印發家長信，通佈家長各項事務，家長亦可瀏覽學校網頁(尤其“家校協作”欄目)，以了解學校情況。如有任何疑問，歡迎與本校訓導組老師或班主任聯絡。

學年伊始，希望 貴子女健康成長，府上各人身心康泰。

此致

各家長

仁愛堂田家炳中學校長戴希立謹啟

二零一零年九月一日

Reply Slip 回條

(To be returned to form teacher on 2 September 九月二日交回班主任)

Dear Principal,

I hereby acknowledge I have read the letter issued by the Student Discipline Committee and will remind my child to follow the guidelines stated and fulfill his/her duties as a student.

本人已細閱 貴校訓導組於九月一日所發之家長信，並會督促敝子女在校內、校外，守紀盡責，奮發向上。

Parent Signature

家長簽署：_____

Student Name: _____ Class: _____

Class No.: _____

_____ September, 2010

No. 10-11/01a

敬啟者：

No. 10-11/01b

教育子女善用手提電話

手提電話應用普及，家長關心子女往返學校，容許子女攜帶手提電話。一般手提電話功能甚多，除通話外，亦可上網、聽歌、玩電子遊戲、發短訊、攝錄等等，此等功能在校內並無必要，亦有可能破壞優良的學習環境，故本校嚴禁學生私自攜帶手提電話返校，如有需要，必須於九月初由家長申請，請 台端細閱下列各項：

(一) 攜帶手提電話守則

1. 除非申請已獲批准，本校嚴禁學生擅自攜帶手提電話返校，批准證明應貼在學生手冊第22頁。學生擅自攜帶手提電話，訓導組會暫時協助保管，待家長來校領回。
2. 為免造成滋擾，影響學生學習，學校範圍內必須關機，上課時間亦嚴禁使用手提電話作任何用途，違反守則的學生會依校規跟進處分。
3. 如遇緊急事故要攜帶手提電話，家長可於當天早上填寫學生手冊家長通訊，列明原因，班主任批閱後，可暫准申請一天。

(二) 教育子女善用手提電話

1. 手提電話只限跟父母連絡之用，在校期間嚴禁使用，避免在校跟朋友聊天、上網、玩電遊戲、聽歌等等，以免影響學業。
2. 應妥善保管手提電話，勿向他人炫耀，亦避免在手提電話內儲存非必要的個人資料，防止不法之徒盜用。
3. 切勿透過手提電話進行拍攝、傳送片段或上載到互聯網，因此舉有可能構成法律責任。
4. 不少場合(如公開試試場或表演場館)均嚴禁啟動手提電話，應習慣在有關場合自行關機，以免違反守則。

(三) 家長錦囊

1. 手提電話可能養成子女過份依賴的習性，應教育子女自主自立，少用手提電話。
2. 請勿購買昂貴或過多功能手提電話，不但有違只與父母連絡的原意，亦可能令子女崇尚物質，帶來負面影響。
3. 適時關注子女使用手提電話的情況(如翻查月結單、通話及短訊使用量、通話記錄等等)，可在購買前先向子女說明使用手提電話的目的，如子女胡亂使用，或花費過多，父母了解使用情況，並非蓄意侵犯私隱。

家校合作非常重要，讓我們以學生為本，共力共勉！

此致

各家長

二零一零年九月一日

仁愛堂田家炳中學

戴希立校長謹啟

----- Reply Slip 回條 -----

(To be returned to form teacher on 2 September 於九月二日交回班主任)

_____ September, 2010

Dear Principal,

I have read the letter regarding 'Educating Students on the Proper Use of Mobile Phones' and will work together with the School regarding the relevant policies.

本人已細閱 貴校「教育子女善用手提電話」之家長信，並會配合 貴校的措施，達到家校合作的效果。

Parent Signature

家長簽署 : _____

Student Name : _____ Class: _____

Class No.: _____

No. 10-11/01b



YAN OI TONG
Tin Ka Ping Secondary School 仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N.T., Hong Kong. 新界屯門山景邨 Tel:2466 5270

No.10-11/01a

Reminders on Student Discipline

Dear Parents,

Our School has placed a lot of emphasis on cultivating in students a sense of discipline and responsibility so that they can make the most out of their school life. In the beginning of a new school term, the Student Discipline Committee would like to take this opportunity to draw your attention to the following:

1. Our school pays a lot of attention to students' multiple intelligences. Apart from classroom teaching, there is a wide range of activities specially organised for students' participation, such as various sports, indoor and outdoor activities as well as external visits during the post-exam periods. Students should actively take part in these activities in order to enrich their learning experience. Parents are advised to remind their children to make the most out of their classroom time and should not take leave unless it is necessary. It is important that no leave should be taken for overseas trips before the school holidays. Unless there are extremely good reasons, the School will not grant permission to such leave applications and if students insist on doing so, the leave will be deemed as truancy.
2. To make floating class / split class more efficient, there are lockers in place for short-term storage purposes. Password lockets should be used instead of those with keys. Students should also bring home the books needed for revision and keep their lockers clean and tidy. There must not be any forbidden articles in lockers. Those found to have violated this rule will be punished by the School.
3. Students should wear tidy uniform when they come to school, this is important to the cultivation of a sense of community in our School. Hence, students should not wear make-up, dye or perm their hair and put on accessories. This is clearly against the School's objective of building a positive learning environment and parents should thus remind their children to follow the guidelines regarding school uniforms and the related matters on p. 15-16 of the Student Handbook.
4. Parents should remind their children not to bring too much money or valuables unless there is a genuine need. In the beginning of a new term, students may need to bring money to school to pay various fees and caution should be taken accordingly. In short, students have to take responsibilities for their personal belongings.
5. Parents are advised to check the Student Handbook from time to time so that they can have updated information about their children's performance at school. The School will also issue parents letters to inform them of various school matters. Alternatively, parents can also visit the School's website (particularly under 'Home-School Cooperation') to obtain the latest school information. If there are any enquires, please feel free to contact the discipline teachers or the form teachers.

In the beginning of a new school year, I wish you and your children all the best.

Yours faithfully,

Tai Hay-lap, Principal



YAN OI TONG

Tin Ka Ping Secondary School

仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N.T., Hong Kong. 新界屯門山景邨 Tel:2466 5270

No.10-1/01b
1st September 2010

Dear Parents,

Educating Students on the Proper Use of Mobile Phones

It is common for parents to contact their children on the way to school and back home. Despite this need, there are a number of functions available on mobile phones that may not be of practical use to secondary school students, e.g. web surfing, listening to music, games, SMS and videos. Bringing mobile phones with such functions to school will not help with the cultivation of a positive learning environment and is against the School's principle that materialism should not be unduly stressed. In view of this, the School does not allow students to bring mobile phones to school. If there is a genuine need, parents should apply for permission. Parents are strongly advised to pay attention to the following before making an application:

(1) Guidelines for bringing mobile phones to school

1. Our School forbids students to bring mobile phones to the school campus. Students who have obtained a permission should stick the written permission issued by the Discipline Committee on p.22 of their Student Handbook. Students who have brought mobile phones without prior permission will have their devices confiscated by the Committee. Parents need to come to school to claim the mobile phone back.
2. To prevent causing disturbance to school activities, students are required to switch off their mobile phones in the school campus. During school time, they are not allowed to use such device. Those who have violated the rules will be punished accordingly.
3. If students need to bring mobile phones to school for emergency reasons, on the day of bringing the device, parents may write down a note in the Student Handbook and state the reasons clearly. After obtaining the permission from the form teacher, students may bring their mobile phone to school for only ONE day.

(2) Educating students on the proper use of mobile phone

1. Students should use their mobile phones to contact their parents only. They must not use the devices for other purposes.
2. Students should take good care of their Mobile phones and must be refrained from showing them off to their classmates. Besides, they should not store personal information in these devices to prevent abuses.
3. Students should never use their mobiles to make, transmit or upload videos on to the Internet as these activities may imply legal consequences.
4. The use of mobile phone is prohibited in quite a number of venues (e.g. public examination venues). Students should have the habit of switching off their mobile phones in such places.

(3) Tips to Parents

1. Students should learn how to become independent individuals. Over-reliance on mobile phones should be avoided.
2. If parents only need mobile phones to contact their children, expensive devices with a lot of functions clearly are not necessary. Worse still, teenagers may become more materialistic as a result.
3. Parents should pay attention to how students use their mobile phones (e.g. checking their monthly statements, SMS and call records). They should explain to their children the purpose before purchasing a mobile phone. If students do not use the phone properly, their parents have a right to knowing what is going on and this should not be considered as an infringement of personal privacy.

It is of utmost importance for parents and the School to work together to create the best possible learning experience for our students.

Yours faithfully,

Tai Hay-lap, Principal
Yan Oi Tong Tin Ka Ping Secondary School