

ISLAMIC PRIMARY SCHOOL
NOTICE
Bringing Mobile Phones or
Digital Communication Devices to School

E/IC/SC/18/14
5th September, 2018

Dear Parents,

Please note mobile phones or digital communication devices are **not allowed** to be used during school hours. If necessary, students can use the phone in the General Office. Accordingly, we ask for your cooperation in having students leave their mobile phones or digital communication devices at home.

Should exceptional circumstances arise in which your child requires a mobile phone or digital communication devices, please contact the class teacher directly or advise us by writing in the student handbook with detailed reasons for granting permission from the class teacher **before** the child brings a mobile phone or a digital communication device to school. Students should switch off their mobile phones or digital communication devices in school even if teacher's permission is granted. **If students do not follow the school's instructions properly, permission to bring mobile phones or digital communication devices to school will not be granted anymore.** **If students are found using a mobile phone during school hours or if they have a mobile phone/digital communication device without teacher's consent, teachers will keep the mobile phone or device until parents come to school to collect it.**

It is recommended that smart phones or devices not be brought to school even if teacher's permission is granted.

Mobile phones and digital communication devices are common targets of theft and problems arise if these devices are lost or damaged. We appreciate your understanding our school policy with regards to this issue.

Yours sincerely,



Ng Sui Lan
Headmistress