



Ref No. LTP 2010/04

2 July 2010

Dear Parent/Guardian

Mobile Phones Allowed in Orchid Park Secondary School with effect from Term 3, Week 2 (6 July 2010)

The school had embarked on a long and elaborate process of reviewing its mobile phone rule since last year. Several rounds of discussion about the said rule were conducted with different stakeholders.

The Principal and Vice Principal had first met up with the Discipline Committee. The same committee, led by Ms Soo (HOD Discipline) then held a dialogue session with about 90 students from across all levels and streams in October 2009. From that session, both parties heard and understood each other's concerns and desires. Another review session was held with all teachers at the year-end meeting where their concerns too were heard and taken note of. Thereafter, the school leaders sought feedback from members of our Parents Support Group and subsequently the parents who turned up at the Sec 1 Parents-Teacher Meeting in January 2010. In the process, efforts were made to note all concerns as well as consequences for misuse of mobile phones by the students. This was again put up for in-depth discussions with the discipline committee and staff members.

In every meeting we have had, there were varied and opposing views. There was no one decision that was possible to please all. Much time was taken but we have finally come to a decision. We are pleased to inform you that the school has finally decided **to allow** our students to bring their mobile phones to school, but with conditions (which will be translated to a set of rules specifically for mobile phones).

The rules are necessary to enable the school to manage and teach our students how to be responsible phone users in a school environment. Our most important objective would be to protect curriculum time and to minimize disruption to learning in and outside classroom (CCA, learning journey, etc). The rules are also designed to protect both staff and students from becoming victims of technology.

Please find appended to this letter the set of rules that has been crafted to curb and discourage irresponsible phone usage as well as the consequences for misuse.

We seek your understanding and support in our effort in making OPSS a conducive environment for learning. Please acknowledge receipt of this letter. The signed portion would be collected by the form teacher.

We look forward to working with you in helping your child/ward grow and develop.

Yours faithfully

Mrs Helen Tan-Lee
Principal



School Rules on Mobile Phones with effect from Term 3 Week 2 (6th July 2010).

The school has noted and recognized that mobile phones may be necessary for some of you. Therefore, after much deliberation, the school would allow students to bring them to school. However, there are some restrictions on their use in school so that they do not become distractions to teachers and students.

Responsible behaviour and **self-discipline** are the two fundamental qualities that the school strives to inculcate in our students in all aspects. The rules and regulations basically serve as a moral compass to guide us. Responsible behaviour and self-discipline must come from within oneself.

An ongoing evaluation will be done and refinements to the rules may be made at the end of Term 3.

Rules	Rationale
<p>1. Phone usage is allowed before the 7.20 am bell, during recess and after school dismissal time (timing is subjected to individual's class time table).</p> <p><i>The no-usage rule applies during <u>free or relief period</u>.</i></p>	<ul style="list-style-type: none"> To protect formal curriculum time.
<p>2. Phone usage is <u>limited</u> only to the following areas at <u>ground level</u>:</p> <ul style="list-style-type: none"> Foyer Parade square Canteen Field Fitness corner Basketball court Street soccer court La Vista 	<ul style="list-style-type: none"> To set a culture where phones are not whipped out in (or outside) classrooms and being used. This is also to prevent students from using phones to take pictures or record what is going on in the classrooms.
<p>3. All phones are to be switched off during school lessons and activities, <u>regardless of timing</u>.</p> <p><i>[These include formal lessons, CCA, remedials, enrichment programmes, SIP, SSP, free periods etc]</i></p> <p>During the times that the phones can be used, they are to be switched to the silent or vibration mode.</p>	<ul style="list-style-type: none"> To avoid distraction during lesson and school activities. To protect learning/coaching time during CCA activities, enrichment programmes, etc. To avoid being bombarded (and irritated) by ring tones and message tones going off from all directions every now and then in canteen, other open spaces, etc.



Rules	Rationale
4. Phones are to be safely kept <u>out of sight</u> at all times when not in use. (e.g. <i>it is not worn around the neck or left on a table</i>).	<ul style="list-style-type: none"> • To prevent fashion statement or start of a trend. • To reduce attraction (and temptation). • To reduce comparison. • To prevent theft.
5. When listening to music from a phone, earpiece or headphones must be used at all times – personal ‘consumption’ only	<ul style="list-style-type: none"> • To avoid people playing music aloud to disturb the peace especially when some have poor sense of what a decent or reasonable level of volume is. • With different likes/dislikes, allowing open playing of music/songs can lead to dispute – triggered by volume and blunt comments.
6. Students are to keep their mobile phones secure. The school shall not be responsible for the loss of any mobile phones.	<ul style="list-style-type: none"> • To instill responsible ownership for personal belongings.
7. Mobile phone found on students during tests and exams will be treated as an attempt to cheat. Phones are to be kept in the bag.	<ul style="list-style-type: none"> • To protect the integrity of the test/exam

Unauthorised Usage During School Lessons and Activities	Consequences
<ul style="list-style-type: none"> • Checking or sending messages (e.g. SMS, MMS) • Making or receiving a call • Taking pictures • Video recording • Voice recording • Listening to music • Sending and receiving files • Phone ringing aloud in class • Going onto the Internet (e.g. chat, play online games, log in to Facebook, twitter account etc) • Playing games • Watching video clips 	<p><u>Confiscation Rules</u></p> <ol style="list-style-type: none"> 1. Phone to be retained by school for 2 weeks (standard duration for any number of offence). 2. No return of SIM and memory cards. 3. Confiscated phone will be returned to parents <u>only</u>.



Other Types of Infringement/Misuse	Consequences
<ul style="list-style-type: none"> • Performing any of the following to others (in particular staff and students) <u>without their consent:</u> <ul style="list-style-type: none"> ○ Taking pictures, video recording & voice recording ○ Uploading pictures or video clips onto the Internet ○ Sharing of pictures or video clips with another person(s) • Misusing phones outside protected time. • Misusing phones during school outing. • Charging of mobile phones in school. • Logging onto the school's wireless network. 	<p>Confiscation rules <u>and/or</u> disciplinary measures in the school rules under category C will apply.</p>

Scenarios	Actions
<p>During field trips, excursions, learning journeys, CIP (outside school), etc</p>	<ul style="list-style-type: none"> • Depending on nature of the outing, different sets of instructions and expectations would be necessary for different outings. (e.g. LJ to Parliament House as opposed to beach cleaning for CIP) • Dept/Comm Heads to decide on usage and brief teachers. • Teachers accompanying students will discharge instructions and expectations clearly to students before arriving at destination.
<p>During school events/functions:</p> <ul style="list-style-type: none"> • Within school (e.g. Speech Day, Fun Fair) • Outside school (e.g. Cross Country, Sports Day) 	<ul style="list-style-type: none"> • Depending on type of event/function, students will be briefed of the expectations accordingly.



Acknowledgement

Please acknowledge receipt of the following letters/notes.
Thank you.

- 1. Events and Activities for Term 3 and 4 (2010)**
- 2. School-Family Education (SFE) Programme for Term 3 (2010)**
- 3. Update on Mobile Phones Ruling**

I, parent/guardian of the pupil named below, have read and noted the contents. I also understand that the school reserves the right and autonomy to execute the school rules and policies that it has drawn up.

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Name of Parent/Guardian Signature Date

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Name of Pupil Signature Class