



POLICY OF SHUANG WEN SCHOOL FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY

雙文學校在校內使用手機，電子設備，音樂隨身聽和娛樂系統規定

(Other entities in the school will follow their own policy 其他校內單位將依據各自自訂規定執行)

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players. 教育局允許學生攜帶以下電子產品到學校：1) 手機; 2) 筆記型電腦，平板電腦，ipad和其它類似的電子設備 (“電腦設備”); 3) 音樂隨身聽和娛樂系統，如iPod，MP3播放器。

A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below. 在學校使用手機，電腦設備，音樂隨身聽和娛樂系統受到以下限制

1. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination. 在任何學校測驗，小考或考試過程中，不准打開或使用手機，音樂隨身聽和娛樂系統。
2. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan. 在任何學校測驗，小考或考試過程中，不准打開或使用電腦設備，除非學校已明確授權，或包含在學生的個人教育計劃(IEP)或504計劃中，才能使用。
3. Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules. 在紐約州會考中，使用手機，電腦設備，音樂隨身聽和娛樂系統及其他電子設備的規定是由紐約州教育部門訂定。
4. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises. 在學校消防演習或其他緊急情況的演習中不得使用手機，電腦設備，音樂隨身聽和娛樂系統。
5. Cell phones, computing devices, and portable music and entertainment systems may not be used in bathrooms. 在洗手間不准使用手機，電腦設備，音樂隨身聽和娛樂系統。
6. Use of cell phones or electronic devices for bullying, harassment or academic dishonesty (including cheating, plagiarism or unauthorized collaboration) may result in disciplinary action as specified by the school’s policy and the New York City DOE Discipline Code. 使用手機或電子設備來霸凌，騷擾或抄襲造假（包括作弊，剽竊或未經授權的合作），根據學校的懲處規定和紐約市教育局紀律守則，將會受到紀律處分。

B. Cell phones may be used as set forth below 手機可在下述情況中使用

- Cell phones may not be turned on or used while on school property. 一般而言，在學校不准使用手機。
- Cell phones may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher. 在教學時間內不准打開或使用手機，除非用於教學和教育目的，並經過老師明確批准。
- Students may not record, tape, film or photograph anywhere on school property using cell phones or other electronic devices unless the individual being recorded has consented. 除非經由當事人同意，學生不得使用手機或其他電子設備在校內任何地點錄影，錄音，拍照或拍影片。
- Students may not recharge cell phones anywhere in the school. 學生不可在校內任何地方為手機充電。
- Students are responsible for maintaining the safety and security of their own electronic devices while at school. 在校內學生有責任維護自己的電子設備的安全。
- During emergency situation, cell phones may be used per school staff’s approval in the following designated areas: Main Office, Assistant Principal’s Office, Guidance Office, or Nurse’s Office. 在緊急情況下，經由學校工作人員批准，學



生可以在以下指定區域使用手機：大辦公室，副校長辦公室，輔導員辦公室或護士辦公室。

- Other : In special circumstances, cell phones may be turned on or used upon permission granted by the teachers or school staff. 其他：在特殊情況下，經由老師或學校工作人員督導，可以打開或使用手機。

C. Computing devices may be used as set forth below 電腦設備可在下述情況中使用

- Computing systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher. 在教學時間內不准打開或使用電腦設備，除非用於教學和教育目的，並經過老師明確批准。
- Computing systems may be turned on and used only during instructional time for instructional and educational purposes with the explicit approval of the teacher. 電腦設備若在老師同意下，用於教學和教育目的時可以開啟及使用。
- Computing devices may be used during non-instructional times of the school day with the approval and supervision of the school staff. 在上學日，非教學時間，由學校工作人員督導，可使用電腦設備。

D. Portable music and entertainment systems may be used as set forth below: 音樂隨身聽及娛樂系統可在下述情況中使用

- Portable music devices and entertainment systems may not be turned on or used while on school property. 在學校不准打開或使用音樂隨身聽和娛樂系統。
- Portable music devices and entertainment systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher. 在教學時間內不准打開或使用音樂隨身聽和娛樂系統，除非用於教學和教育目的，並經過老師明確批准。
- Portable music devices and entertainment systems may be used if permission granted by the teacher or school staff. 在老師或學校工作人員督導之下，才能使用音樂隨身聽和娛樂系統。

E. Confiscation and return of electronic items 沒收和歸還電子產品

If the student violates the school policy for use of cell phones, computing devices, and portable music and entertainment system on school property, the device will be confiscated following progressive disciplinary actions (listed below but not limited to the list), depending on the level or frequency of the violation determined by school administration: 如果學生違反了在學校使用手機，電腦設備，音樂隨身聽和娛樂系統的規定，將會依照下列學校規定（列舉如下，但不限於此列表）被沒收，學校行政人員會根據學生違反規定的頻率而決定處罰方式：

- warnings警告
- confiscation of item and return at the end of the school day沒收物品，放學時取回
- confiscation of item and return following a parent conference沒收物品，家長到學校與老師見面後取回
- confiscation of item and return following student entering into a behavioral contract沒收物品，直到學生能遵循校規
- revocation of privilege to bring item to school取銷攜帶手機到學校的特權

F. Discipline 紀律處分

Students who use cell phones, computing devices, and/or portable music and entertainment systems in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the NYC DOE Discipline Code. 如果學生違反了教育局在學校使用手機，電腦設備，音樂隨身聽和娛樂系統的規定，就是違反了教育局紀律規範、學校規定、總學監 A-413規定、教育局可使用及安全網路規定，將按照指導干預措施及紀律守則所規定的紀律處分受到處罰。