

明愛屯門馬登基金中學
2021-2022 年度 家長通告

敬啟者：

中一級自攜平板電腦計劃

資訊科技日趨成熟，多項研究均指出將電子科技應用於學與教之中，將有效提昇學生學習。自 2015-2016 年度開始，校內每個課室、特別室及學習活動室均具備無線網絡覆蓋；此外，學校亦添置流動電腦裝置（iPad）作教學試驗，以提升教學效能及促進自主學習。

本校現計劃已於 2021-2022 年度推行自攜平板電腦計劃（BYOD），希望透過學生自攜一部易於攜帶的平板電腦（iPad）回學校，在相關課堂內進行電子學習活動。參與本計劃的班別為中一級至中三級。本學年中一級自攜平板電腦計劃將於 2022 年 1 月 10 日開展。

請家長及學生簽署附錄的《2021-2022 年度 自攜平板電腦計劃 學生使用政策》，以確認學生明白及遵守自攜平板電腦計劃的各項守則，並於 2021 年 12 月 17 日前交回已簽署的回條及附件。如學生三年內未曾申請關愛基金購買流動電腦裝置，本學年可向學校借用平板電腦一部作學習用途。

如有任何疑問，可向教務組吳少文老師或徐景康老師查詢。

此致

貴家長

教務組吳少文老師負責主理

校長 袁國明 謹啟

二零二一年十二月十三日

✂-----

家長通告第 2122_110 號

〔 回 條 〕

敬覆者：

本人已知悉有關「中一級自攜平板電腦計劃」事宜。

此覆

明愛屯門馬登基金中學

中_____班_____號 學生：_____

家長簽署：_____

家長姓名：_____

日期：_____

Caritas Tuen Mun Marden Foundation Secondary School
2021-2022 Parents Notice

13 December 2021

Dear Parents/Guardians,

S.1 Bring Your Own Device (BYOD) Program

Information technology is maturing, and many studies have pointed out that the application of electronic technology in learning and teaching will effectively enhance students' learning. Since 2015-2016, classrooms, special rooms and learning activity rooms of our school have wireless network coverage. In addition, our school has acquired mobile computer devices (iPad) to enhance teaching effectiveness and promote students' self-learning.

The school is now planning to implement the Bring Your Own Device (BYOD) Program in the 2021-2022 school year. This program requires students to bring a tablet (iPad) to the school and conduct e-learning activities in relevant lessons. All S.1 to S.3 classes participate in the program and S.1 BYOD Program will be launched on 10 January, 2022.

Parents and students are requested to sign the appendix, "2021-2022 Bring Your Own Device Program Use Policy for Students", to confirm that students acknowledge and will comply with the regulations of BYOD Program, and return the signed reply slip and attachment before 17 December 2021. If the student has not applied for the Community Care Fund" (CCF) to purchase a mobile computer device within three years, a iPad can be borrowed from the school for learning purposes in this school year.

For enquiries, please contact Mr. Ng Siu Man or Mr. Tsui King Hong at 2461 0304. (Academic Department).

Yours faithfully,

Mr. Yuen Kwok Ming
Principal

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Parents Notice No.: 2122_110

Reply slip

Dear Sir,

I acknowledge the notice on "S.1 Bring Your Own Device (BYOD) Program".

Name of Student	:	_____
Class and Class no.	:	_____ ()
Signature of Parent / Guardian	:	_____
Name of Parent / Guardian	:	_____
Date	:	_____

明愛屯門馬登基金中學
2021-2022 年度 自攜平板電腦計劃
學生使用政策

簡介

為配合發展電子學習以提升學與教效能之大方向，自 2015 – 2016 年度開始，校內每個課室、特別室及學習活動室均具備無線網絡覆蓋；此外，學校亦添置流動電腦裝置（iPad）作教學試驗，以提升教學效能及促進自主學習。

為配合於課堂應用電子學習資源學習，學校推行「自攜平板電腦計劃（BYOD）」，讓同學於課堂內外持續運用電子學習模式輔助學習。

本守則中常用詞

BYOD 指自攜平板電腦，由 2019-2020 學年開始，中一級及中二級學生將允許攜帶自己的裝置在教師的監督下在課堂中使用。

裝置是指本校批准使用的 iPad 或其他同類產品。

資訊過濾及裝置監控

學校會過濾學生裝置使用互聯網所取得的資訊。然而，於部分特殊情況下，學生可能仍然能夠從互聯網上取得未能過濾的不當資訊。如學生遇到上述情況，應立即通知老師。若學生被發現於校內瀏覽不當資訊，學校保留向該學生進行處分的權利。

學生於校內使用無線網絡將會受到學校的監控，學校會儲存學生的互聯網瀏覽紀錄以作學校網絡保安之用。

所有在校內使用的裝置必須先經由學校資訊科技組登記，方可於校內使用。學校將保留一切監管、檢查、存取該裝置的權利，電郵通訊除外。

保安

每部已登記的裝置將會貼上印有擁有人學生編號的標籤，該標籤不能被移除或修改。如學生發現裝置上的標籤遺失或損壞，可聯絡學校資訊科技組要求更換。如學生被發現於校內使用未貼有標籤的裝置，學校會保留向該學生給予處分的權利。

學生須妥善保管裝置，不使用時應放入已上鎖的儲物櫃內。學校強烈建議學生必須為其裝置購置保護套以作保護之用。

充電

為確保學生能於課堂中順利使用裝置，學生有責任於回校前把其裝置完全充電。課堂中，學生不能使用學校電源充電。

校內使用裝置守則

1. 學生於課堂時間內只能在老師的監督下使用學校認可及批准的裝置。
2. 學生只可以使用他們的裝置作學科學習之用。
3. 學生只能使用經學校批准的應用程式。
4. 所有應用程式必須由學校 AVIT 組進行安裝。
5. 每天放學前，裝置內與學習無關的功能及應用程式（例如相機、相簿、電郵、瀏覽器等等）將會被鎖上。
6. 學生只能在老師的允許下於學校內使用通訊軟件。
7. 學生必須使用學校的無線網絡(Wi-Fi)接點，不得使用個人數據熱點(如 2G / 3G / 4G)。
8. 學生應自行保管其裝置，若學生的自攜裝置有任何損失、損壞或被偷竊，學校將不會承擔責任，如個別學生因需要借用學校裝置必須嚴格規守借用平板電腦使用規定。
9. 學校保留審查學生裝置內容的權利。
10. 學生只能在老師批准下開啟音頻檔案，並應保持適當的音量。
11. 學生必須遵守版權法。
12. 學生禁止在校內瀏覽任何社交平台。
13. 未經老師許可，學生嚴禁一切錄影、錄音或拍照。
14. 學生不能瀏覽或分發非法資料，以及包括含有以下內容的資料：騷擾、跟踪、恐嚇、威脅、人身攻擊、淫穢、褻瀆及粗俗語言。
15. 學生不應該與其他人分享個人的用戶名稱及密碼。
16. 學生禁止非法改裝個人裝置。
17. 學生不應登入他人的帳號及電子郵件。
18. 當學生不使用裝置時須上鎖。

違反守則懲處

攜帶裝置回校是學校特別批准而不屬於學生的基本權利。學生如違反本守則，將有機會面對校內懲處包括口頭警告、警告信及被暫時禁止攜帶裝置回校等。

如學校有合理原因相信學生已違反本守則或學校校規，學校有權檢查或暫時沒收學生的裝置。

根據不同的違規情況，學校保留向學生處以不同懲處的權利。

本人明白「自攜平板電腦計劃學生使用政策」，並遵守上述守則。

學生姓名：_____ 班別(學號)：_____ ()

學生簽署：_____ 日期：_____

本人明白「自攜平板電腦計劃學生使用政策」，並督促小兒 / 小女遵守上述守則。

家長簽署：_____ 家長姓名：_____

日期：_____

Caritas Tuen Mun Marden Foundation Secondary School
2021-2022 Bring Your Own Device Program
Use Policy for Students

Introduction

In order to support e-learning for enhancing the effectiveness of learning and teaching, since 2015-2016, classrooms, special rooms and learning activity rooms in the school are equipped with wireless network access; the school has also acquired mobile computer devices (iPad) for pilot studies to improve teaching effectiveness and promote self-learning.

To support using e-learning resources in the lessons, the school has implemented the 'Bring Your Own Device' (BYOD) Program which enables students engaged in the online mode of learning to assist their learning inside and outside of the classroom.

Common words in this Regulation

BYOD refers to 'Bring Your Own Device'. Starting from the new school term, S.1 and S.2 students are allowed to bring their own devices to the lessons under the supervision of teachers in the classroom.

The device refers to the iPad or other similar products approved by the school.

Information filtering and device monitoring

The school will filter the information obtained by the student on the Internet. However, in some special cases, students may still be able to obtain inappropriate information that has not been filtered. If a student encounters the above situation, he should immediately inform the teacher. If a student is found to be browsing for inappropriate information on campus, the school reserves the right to impose penalties on the student. Students using the wireless network on campus will be monitored by the school. The school will store the students' Internet browsing records for the purpose of school network security.

All devices used on the campus must be registered with the School Information Technology Team before use. The school reserves the right to supervise, inspect and access the device, except for email communications.

Security

Each registered device will be labeled with the owner's student number that cannot be removed or modified. If a student finds that the label on the device is missing or damaged, he should contact the school IT Team for a replacement. If a student is found to be using an unlabeled device on campus, the school reserves the right to take disciplinary measures against the student.

Students should keep the device in a good condition and put it in a locked locker when not in use. Students are strongly advised to purchase a protective cover for the protection of their devices.

Charging

To ensure that students can use the device smoothly in the classroom, students are responsible to fully charge their device before going back to school. Students cannot use the power supply in the school to charge their devices during lessons.

Regulation on the use of device on campus

1. Students can only use the devices approved by the school during class time under the supervision of teachers.
2. Students can only use their devices for academic studies.
3. Students can only use the applications approved by the school.
4. All applications must be installed by the school AVIT team.
5. Functions and applications (such as cameras, photo albums, emails, browsers, etc.) that are not relevant to learning will be locked before school every day.

6. Students can only use the communication software on campus with the permission of the teachers.
7. Students must use the school wireless network (Wi-Fi) hotspots and are not allowed to use personal data hotspots (e.g. 2G / 3G / 4G).
8. Students should keep their own devices. If there is any loss, damage or stealing on the devices brought along by the students, the school will not be liable. If any students need to borrow the school device, they must strictly abide by the regulations on borrowing tablet computers.
9. The school reserves the right to examine the contents on the devices.
10. Students can only open audio files with the teachers' permission and should maintain an appropriate volume.
11. Students must abide by copyright laws.
12. Students are prohibited from browsing any social platform on campus.
13. Students are strictly forbidden to record video and audio or take photo without the teacher's permission.
14. Students must not browse or distribute illegal material and information including: harassment, tracing, intimidation, threats, personal assault, obscenity, defamation, and vulgar language.
15. Students should not share their personal username and password with others.
16. Students are prohibited from illegally modifying personal devices.
17. Students should not log into other people's accounts and emails.
18. Students should lock their devices when they are not in use.

Penalty for the violation of the regulation

Bring the device back to school is a special approval by school but not a basic right of the students. Students who violate the regulation may face school penalties including verbal warnings, warning letters and temporary bans on bringing the device to school.

If the school has reasonable reasons to believe that the student has violated the regulation or school rules, the school has the right to inspect or temporarily confiscate the student's device.

The school reserves the right to impose different penalties on students according to different levels of violations.

I acknowledge the 'Bring Your Own Device Program – Use Policy for Students' and will comply with the above regulations.			
Name of Student	:	Class (Class No)	: ()
	_____		_____
Signature of Student	:	Date	:
	_____		_____

I acknowledge the 'Bring Your Own Device Program – Use Policy for Students' and will urge my son/daughter to comply with the above regulations.			
Signature of Parent / Guardian	:		
	_____		_____
Name of Parent / Guardian	:	Date	:
	_____		_____