

天主教慈幼會伍少梅中學

SALESIANS OF DON BOSCO NG SIU MUI SECONDARY SCHOOL

地址：香港新界葵涌葵合街三十號

Address: 30 Kwai Hop Street, Kwai Chung, N.T., Hong Kong.

網址 Web Site: <http://www.sdbnsm.edu.hk>

電話 Tel: (852) 2425 8223

傳真 Fax: (852) 2489 0921

Cir. No. : 2021/035

30th December, 2020.

Matters related to “Bring Your Own Devices (BYOD)” iPads Pick-up

Dear Parents / Guardians,

To implement the BYOD E-learning Pilot Scheme this year, school has helped students order iPads in October 2020 again. Checking and software installation have been done. On January 4 (Monday), students who have placed order can pick the iPads up from school according to the arrangement as stated in Annex I with the reply slip and signed Student Pledge.

Parents are requested to read this circular and “BYOD Guidelines and Precautions” carefully together with your son(s), guide them to use the relevant devices properly and correctly, and ask them to abide by the rules of the commitment. After reading, please sign the "Guidelines and Precautions for Bringing iPads for E-Learning" and witness the students sign the "Commitment". If you have any questions, please contact Ms Wong Siu Wai (for iPad operation matters) or Assistant Principal Chan Wing Yin (for E-learning Pilot Scheme) at 24258223.

Mr. Li Kin Man
Principal



< Reply Slip >

Cir:2021/035

Matters related to Bring Your Own Devices (BYOD) iPads Pick-up

(Please submit the slip to Ms WONG Siu Wai for record keeping.)

Dear Principal,

I have read and acknowledged the details stated in “Matters related to Bring Your Own Devices (BYOD) iPads Pick-up” and “BYOD Guidelines and Precautions”. I promise to instruct my son(s) to follow the details stated in the student's commitment as well.

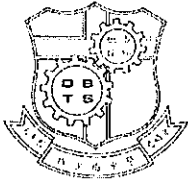
Student Name: _____

Class: _____ ()

Name of Parent / Guardian: _____

Signature of Parent / Guardian: _____

Date: _____



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BYOD Guidelines and Precautions

(A) Matters need attention: (For Parents)

1. Parents please help your children label the iPads for identification.
2. The iPads should be regarded as a personal learning tool. Please assist your children to use the iPads to study at home.
3. Always remind your children to use the iPads safely, and guide them to protect and take care of the iPads.
4. Please equip your children with small headphones.
5. Remind your children to sit with the correct posture and use the iPads in a well-lit environment in order not to harm their eyesight.
6. Check your children's iPads regularly. You can understand your children's learning situation by going through the apps and e-books installed.
7. When in school, the iPads are only allowed to be used under the guidance of the teachers. Your children should put the iPads in their schoolbags during their spare time (including recess and lunch breaks), and should not use the iPads on the way to and from school.

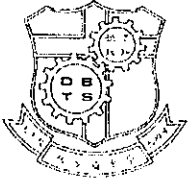
(B) Guidelines for BYOD:

1. Maintenance of the device

- Students must ensure that their devices are kept properly and safely at all times. School is not responsible for any loss or damage.
- Students must properly manage their devices, including maintenance, repair, replacement and update the software from time to time as needed, so as to use the devices more effectively. Our school's IT staff will provide management and application guidance as required. However, all actual maintenance and repairs, as well as any arrangements made for this purpose, are the responsibility of the parents.

2. Device settings

- School would assist students in establishing the concept that an iPad is a learning tool, so the data in the iPads must be related to learning. All settings should be set for e-learning and can only be used by logging in as a single user.



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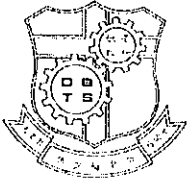
- Students' iPads have been set as a supervised device. Students cannot install software by themselves.
- To facilitate classroom management, school has installed the "Mobile Device Management System" on students' iPads and reset the iPads so that school can install necessary software and teaching materials for students. If a student graduates or drops out, school will restore the iPads to the general retail version.
- The device must not contain any files or contents that are not suitable for minors to view or violate Hong Kong laws or regulations. Without the knowledge and consent of others, students are not allowed to use their equipment to record, transmit or post other people's photos or videos. Without the permission of school, students are not allowed to transmit or post the images, videos and audio files captured in the school at any time.
- School will pre-set the students' iPads to log into the school's WiFi network system, and will be monitored by school on the campus.
- Students are forbidden to bring external charging devices back to school. They must ensure that their iPads are fully charged before returning to school. Parents please remind your children to charge the iPads every night so that there is enough power to use in class.

3. Use of iPads

- When using iPads in our school, students must abide by the relevant guidelines and requirements of our school and our school staff at all times, including stopping using the device, verifying or displaying the authentication login screen, and turning off the device.
- Students can only use the iPads in designated classrooms according to the instructions of the teachers and staff. Students are not allowed to use the iPads outside the designated area.
- All students can only use the school's wireless network to access the Internet. Private mobile networks (2G\3G\4G) are prohibited.
- Students can use earplugs, or earphones connected to devices during class when permitted.
- Students must obtain prior permission from school before they can record or make videos.
- For safety and security reasons, students can only use their own iPads and install software with school approval.

4. Handling of violations

- Under the following circumstances, our school can suspend or revoke any student's right to



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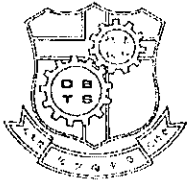
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participate in this learning program at any time:

- a. The student violates any provisions of these guidelines and policies.
 - b. The student participates in any inappropriate behavior, such as violating school regulations, using or intending to use the device to access inappropriate information, communicating with others inappropriately, or communicating with others at inappropriate times.
 - c. The student uses or intends to use the device to conduct any fraudulent or inappropriate behavior (such as participating in online bullying, making inappropriate audio-visual videos, sending text messages to friends or browsing webs without the permission of the school staff).
- In addition to the suspension or revocation of the student to join the BYOD learning programs, school may also take sanctions against the student.
- School reserves the right to confiscate and/or inspect the student's device if the student is suspected to use the iPad to commit a violation or crime.



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Student Commitment

I _____ (class _____ student number _____) have read and acknowledged the "Guidelines and Precautions for BYOD", and I promise to abide by the following rules:

1. The iPad is only used for learning purposes, and will not be used for computer games, entertainment and browsing of bad information, nor will it store any data unrelated to learning.
2. The iPad is for personal use only, and will not be transferred, sold or handed over to others, nor will it be sold, traded, or exchanged for money or services in other ways.
3. During my spare time, such as recess and lunch breaks, the iPad is not used.
4. For safety reasons, I promise not to use the iPad on the way to and from school.
5. Unless approved by the teacher, the recording, photographing and video recording functions will not be enabled in the school.
6. When using the iPad in class, I will keep my hands clean and place the iPad on the table.
7. Never will I disclose passwords for Internet access, e-books and electronic applications to others.
8. I will charge the iPad every night.
9. Without the approval of school, I will not leave my iPad in the school.
10. I will not lend my iPad to others.
11. I will follow the instructions of the teacher to bring the iPad back to school, keep it properly and use it carefully. School needs not be responsible for any loss or damage.
12. I will carefully use the iPad purchased. If I damage the computer, my parents will need to bear the cost of repair.

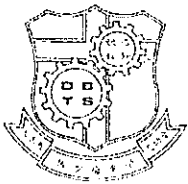
By signing below:

Student signature: _____

Signature of witness (parent/guardian of student): _____

Date: _____

*Please return the completed slip to ITLC teacher-in-charge. ITLC teacher-in-charge please forward the slip to Ms WONG Siu Wai for record keeping.)



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iPads Collection Arrangement

Annex I

Group: A

Venue: ITLC computer room

Teacher in charge: Ms Tang Ching Laam

| 時間 TIME | 班別 CLASS | 姓名 NAME |
|-----------|-------------|--|
| 2:30~3:00 | 7 students | 1B Class 7 Ali Sahile 13 Imran Mohammad Liaqat 14 Imran Mohammad Shafah 15 Khan Shiekh Umair 19 Muhammad Fuizau Ali 20 Saheed Mohammad Adeel 24 Haider Ali |
| 3:05~3:35 | 4 students | 2B 7 許俊明 Hussain Amman 3B 2 Anees 4B 2 安楚風 Ansar Umaar 6B 6 Khan Junaid |
| 3:40~4:10 | 10 students | 3A Class 5 張晉軒 12 林欽 15 廖金港 18 蘇振燁 19 蘇振哲 20 魏晨坤 22 胡映星 25 張曉峰 26 庄維濤 27 葉駿朗 |

Group: B

Venue: Room 101

Teacher in charge: Ms Wong Siu Wai

| 時間 TIME | 班別 CLASS | 姓名 NAME |
|-----------|------------|---|
| 2:30~3:00 | 5 students | 1A Class 3 周證恩 5 何適言 6 胡梓力 12 吳俊 15 邱申惠 |
| 3:05~3:35 | 5 students | 1C Class 8 黎家俊 11 李京岸 12 劉偉灃 15 吳錦源 2A 13 朱嘉豪 |
| 3:40~4:10 | 7 students | 4A Class 11 黃梓鑫 25 張曉峰 5A Class 6 何傲舷 7 黃偉烽 16 張林旭 6A Class 5 何國威 12 蘇振烈 |