



中華基督教會桂華山中學
THE CHURCH OF CHRIST IN CHINA KWEI WAH SHAN COLLEGE

地址 ADDRESS : 香港北角雲景道62號 62, Cloud View Road, North Point, Hong Kong 電話 TEL : ;
傳真 FAX : 2807 0085 網頁 WEB : www.ccckws.edu.hk 電郵 EMAIL : mail@ccckws.edu.hk

2019/20-094

Survey on Parent's preference about "Bring Your Own Device (BYOD)" E-Learning Programme
Special Notice No.9 (2019/2020)

7th August, 2020

Dear Parent/Guardian,

To improve student learning and develop their IT competency, our school has planned to launch the "Bring Your Own Device (BYOD)" E-Learning Programme in 2020/2021. The details are as follow:

Background

Our school has been promoting e-learning since 2016 and purchased some iPads for students to conduct different learning activities in class, e.g. reading ebooks, using Apps to jot notes, having group discussions and presentations etc. Tablets have been used in lessons by students of different forms.

Recently, the Community Care Fund has announced to provide sponsorship for financially-challenged primary and secondary school students to purchase mobile devices for e-learning (EDB Circular: 55/2020). Therefore, our school has decided to launch the "Bring Your Own Device (BYOD)" E-Learning Programme.

Programme Details

1. Target: S1 to S6 students
2. Purposes: To enhance the effectiveness of student learning and develop students' IT competency
3. Curriculum design: Different subjects have incorporated e-learning element to the curriculum. Based on the 2020/2021 prediction, about 20% of the lessons will have e-learning activities.
4. Student's participation: Students "bring their own device" and participate in e-learning in class.
5. Purchase of tablet: Our school will perform the tendering process as required by the Education Bureau and organize bulk purchase for parents at a discounted price (lower than the market price). Our school does not receive any benefits in the purchasing process.

The final discounted price can only be confirmed when the tendering process is completed. The estimated price is listed below:

Items	Discounted Price(Estimation)
<ul style="list-style-type: none">• Tablet: 128GB WIFI, 9.7 inch Display• Accessories: Active stylus pen, screen protector, protective case• MDM Mobile Device Management System (3 years warranty)	Around \$4,740 in total



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6. Measures for supervision

1. As per the Education Bureau's requirements, each tablet must be installed with a monitoring system for the following uses:
 - ◆ to allow the school's administrative staff to install appropriate learning apps
 - ◆ to prevent installation of non-academic related apps
 - ◆ to protect the tablet from being lost or stolen
2. Our school has drafted the 'Policy and Agreement for Acceptable Use of The Tablets as Learning Tool' (See Appendix) to ensure students can utilize the tablets for learning. Parents and students who take part in the "Bring Your Own Device (BYOD)" E-Learning Programme have to sign an agreement after the official launch of the programme.

7. Sponsorship details

For students currently receiving full grant under the School Textbook Assistance Scheme or Comprehensive Social Security Assistance can receive a full sponsorship from the Community Care Fund to purchase the device and products (as mentioned in Section 5 above). The sponsorship amount for students each year varies with reference to the Composite Consumer Price Index. In 2020/21 academic year, students receiving full grant can have a sponsorship of at most \$4,740. For those who are currently receiving half grant under the School Textbook Assistance Scheme, they will receive half of the actual price of the device and products, which is a sponsorship of at most \$2,370. Application for the sponsorship should be made through the school.

Remarks: For students not fulfilling the Community Care Fund's sponsorship requirements, their parents can decide whether they will purchase the tablet. Our school will continue to provide tablets for students who have not purchased their own devices to allow them to participate in e-learning activities in class. However, students cannot bring the tablets home to continue their learning outside the classroom.

8. Ownership

Each student is only entitled to receive the sponsorship once and purchase only one tablet. The device is owned by the student. When students need to transfer to other schools or graduate, the school will uninstall the administrative system.

From our experience in promoting e-learning, students bringing their own devices to learn in class can best enhance the learning effectiveness and students' IT competency. It can also nurture students to become a self-regulated learner. Please sign the reply slip to indicate your preference on the "Bring Your Own Device (BYOD)" E-Learning Programme after going through the notice with your child.

Yours faithfully,



Mr. Wong Chung Leung
Principal

Remarks: Please sign the reply slip on or before 14/8/2020 (Friday).



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REPLY SLIP

Date: _____

To whom it may concern,

I have acknowledged the matters stated in Special Notice No.9 (2019/2020) and have the following preference on the "Bring Your Own Device (BYOD)" E-Learning Programme.

I am participating in the BYOD e-learning program.

	Estimated fee:
<input type="checkbox"/> Eligible for full sponsor from Community Care Fund, and will order the tablet through the school, with the MDM system for learning	\$ 0
<input type="checkbox"/> Eligible for half sponsor from Community Care Fund, and will order the tablet through the school, with the MDM system for learning	around \$ 2,370
<input type="checkbox"/> Not eligible for sponsor from Community Care Fund, and will order the tablet through the school, with the MDM system for learning	around \$ 4,740
<input type="checkbox"/> Going to bring my own tablet to participate in the BYOD e-learning program, which will meet the basic requirements, and will order MDM system through the school	around \$ 200

I am not participating in the BYOD e-learning program.

* Please tick the appropriate box.

Should you have any further enquiries, please contact Mr. Chan Wai Kee, Committee Head of the Information Technology Committee at 2571 1285 during office hours.

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Name of Student: _____ Class: _____ No: _____



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Appendix:

Policy and Agreement for Acceptable Use of The Tablets as Learning Tool (Highlights)

For Parents:

1. Tablets should be regarded as students' learning tool. Installation of and access to non-academic related software or websites should be avoided.
2. Students' tablets, i.e. the usage of e-books and relevant learning platforms, should be regularly inspected for better understanding of student learning.
3. Small headphones and mobile charging devices should be prepared and labelled for identification.
4. Students should be reminded to fully charge their tablets prior to bringing them to school for a full day use in class.
5. Students should protect their eyesight and sit properly when working with tablets. Avoid prolonged and improper use of tablets.
6. Students should be reminded of their own responsibilities for the storage, and care of the tablets. To prevent loss and damage of their tablets, students should not take out the tablets on the way to school or home. The school is not liable for any loss, damage, or thievery of tablets brought to school.
7. Any event of malfunction or damage should be reported immediately to supplier for repairs.

For Students:

1. Tablets should be used for academic purpose only. Installation of only academic related software must be guaranteed.
2. Do not download and store any non-academic related materials on the tablets.
3. Access to games, entertaining software and non-academic related websites are prohibited.
4. Bring the tablets to school every day, otherwise it will be treated as not bringing textbooks or homework.
5. Please bring small headphones and mobile charging devices every day.
6. Tablets should be placed on desks when using.
7. Never leave the tablets unattended on desks or in drawers. Ensure tablets are kept in a safe and secure place.
8. Prior permission should be granted by teachers when using photography and/or recording functions.
9. Never leave the tablets at the campus after school without the school's permission.
10. Never lend the tablets to others.
11. Be responsible for the storage, and care of the tablets at all times. The school is not liable for any loss, damage, or thievery of tablets brought to school.