



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

2020/21-012

地址 ADDRESS : 香港北角雲景道62號 62, Cloud View Road, North Point, Hong Kong 電話 TEL : 2571 1285  
傳真 FAX : 2807 0085 網頁 WEB : www.ccckws.edu.hk 電郵 EMAIL : mail@ccckws.edu.hk

Provision of Subsidy to Needy Students for Purchasing Mobile Computer Devices to Facilitate the Practice of e-Learning  
Parent / Guardian Consent

**Special Notice No.3 (2020/2021)**

18<sup>th</sup> September, 2020

Dear Parent/Guardian,

Our school is implementing the “Bring Your Own Device (BYOD)” policy in the coming school year (2020-2021) to further exploit the advantages of using the WiFi facilities and mobile computer devices in learning. As the development of BYOD may bring financial burden on students from low-income families, the Community Care Fund starting from the 2018/19 school year for three years, will subsidise needy students to purchase mobile computer devices to facilitate the practice of e-learning.

Our school is going to purchase mobile devices for students. To facilitate the process of purchasing the devices, you are asked to fill in the consent form, submit the consent form and proof of eligibility to the General Office on or before 25/9/2020. Should you have any further enquiries, please contact Mr Chan Wai Kee, Teacher-in-charge of the Information Technology Committee at 2571 1285 during office hours.

Yours sincerely,



Mr. WONG Chung Leung

Principal

Remarks: Please sign the reply slip on or before 25/9/2020 (Friday).

**Personal Information Collection Statement**

- The personal data provided will be used by the School for the following purposes:
  - processing applications relating to the programme;
  - verifying information with the departments/bureaux of the Government of the HKSAR which are relevant to (i), if necessary.
- Any information, including personal data, submitted may be disclosed to the EDB and relevant government departments/bureaux for the purposes mentioned above.
- The provision of personal data is obligatory. Without the data provided, the School is not able to process the application and proceed with the relevant arrangements.
- According to Personal Data (Privacy) Ordinance (PDPO), all persons have the right to request access to and correction of their personal data. Request for access to or correction of personal data should be made in the Data Access Request Form (No.OPS003 issued by the Privacy Commissioner for Personal Data) and sent to 62 Cloud View Road, North Point, Hong Kong. For more information about the privacy policy, please visit the website of the Privacy Commissioner for Personal Data.



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Community Care Fund Assistance Programme

Provision of Subsidy to Needy Primary and Secondary Students for Purchasing Mobile Computer Devices to Facilitate the Practice of e-Learning (2020/21 School Year)  
Parent/ Guardian Consent

Date: \_\_\_\_\_

I hereby consent the school of my child to apply for the captioned programme on behalf of my child and submit the required personal data of my child to the Education Bureau for conducting relevant procedures. **A copy of the documentary proof of eligibility** (e.g. Notification Letter) is attached to prove eligibility of my child as follow:

*(Please put a "✓" in the following appropriate box)*

- ☐ Receiving Comprehensive Social Security Assistance
- ☐ Receiving full grant under the School Textbook Assistance Scheme (2020/21)
- ☐ Receiving half grant under the School Textbook Assistance Scheme (2020/21)

I understand that during the three-year implementation period (From 2018/19 to 2020/21 school year), each eligible student can receive the subsidy once normally. I would like to report the status of my child is as below:

- ☐ The first application (Have not applied by our / another school before)
- ☐ The second application

My child studied in \_\_\_\_\_ (Name of Original School) and received subsidy from the Community Care Fund to purchase a mobile computer device. As your school using a different device, my child needs to apply an additional subsidy for purchasing another suitable device. The used device was returned to the original school according to the regulation of the Education Bureau. **The original copy of the Proof of Returning Mobile Computer Device** is attached for proof.

I am committed to the followings:

1. I declare all the information and documents given is accurate, otherwise I will pay the concerned cost of the device;
2. I will allow my child to bring mobile computer device to the school for learning;
3. My child will comply with the school's guidelines and regulations on using mobile computer device. I will encourage my child to use mobile computer devices properly for learning at home, including be aware of the internet safety, eye care and appropriate allocation of time for working and rest, as well as comply with relevant ethical and legal requirements; and
4. In case of the cost of the device is higher than the subsidy amount, I will pay for the cost difference.

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ No: \_\_\_\_\_



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**Guidelines and policy for BYOD (Bring your own device – iPad):  
“Acceptable Use Policy (AUP)”**

**1. Introduction and objective**

E-learning enhances interaction in class and increases students’ learning motivation. CCC Kwei Wah Shan College (hereinafter referred to as “the school”) has kicked off the development of e-learning since 2016. The school has purchased mobile electronic devices for teachers and students to conduct the e-learning programme in and outside of the classroom to promote the interaction between learning and teaching. Since its implementation, the effectiveness of teaching and learning has been strengthened. Through interactive learning via mobile devices, students are nurtured with the 21<sup>st</sup> century competencies.

It is also necessary for the school to establish a student-oriented learning environment and relevant policies to ensure each class runs smoothly with high effectiveness, as well as harmonious and orderly learning.

The objective of the Acceptable Use Policy (hereinafter referred to as “AUP”) is to ensure students use digital devices, the internet and communications properly in campus, and that they would become responsible digital citizens.

**2. Agreement**

This AUP must be agreed by the three stakeholders - parents/guardians, students and the school to maximize the effectiveness of the e-learning programme. The goal is to guide students on how to use electronic devices and the internet safely, properly and responsibly.

**2.1. Parents/guardians : I, being the parent/guardian of the student,**

- 2.1.1. will read carefully the school’s AUP on electronic devices and comply with it.
- 2.1.2. permit my children to use the internet and the school’s computers and network system.
- 2.1.3. will discuss these terms with my children and ensure that they understand the significance of applying the AUP and school regulations in using the internet.
- 2.1.4. will assist in monitoring the use of the iPads by the students at home.

**2.2. Students : I, being the school’s student,**

- 2.2.1. have read carefully the school’s AUP on electronic devices and understand the regulations and limitations.
- 2.2.2. agree to use the electronic device only in curriculum-related activities and under the permission of the teacher during class.
- 2.2.3. agree to comply with the AUP when using school’s computer system and internet.

**2.3. School : To assist students to use the internet technology properly, the school**

- 2.3.1. will provide high efficiency and high speed internet connection protected by internet filtering software.
- 2.3.2. will guide students how to use electronic devices and the internet safely, properly and responsibly.



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3. **Acceptable Use Policy (AUP)**

Policy regarding storage, charging, usage and information literacy by students :

3.1. **Storage**

- 3.1.1. The iPads should be stored in locked lockers when not in use.
- 3.1.2. Students must keep the iPads safely. School is not liable for any loss and students shall bear their own responsibility.
- 3.1.3. Students should use protective cases to protect the iPads, and use the electronic devices carefully to avoid any damage.
- 3.1.4. In case of any operational or technical problems of the iPads, students can contact the school. School IT staff will provide advices and recommendations. However, all actual warranty, maintenance, replacement, repairs and any related arrangements will be the responsibility of the parents and students.

3.2. **Charging**

- 3.2.1. Students are responsible for the charging of their iPads.
- 3.2.2. To ensure learning effectiveness, students should fully charge their iPads before school daily. Charging service will not be provided in school.

3.3. **Usage**

- 3.3.1. Students should place their iPads properly in class according to the instructions of teachers.
- 3.3.2. Students can only use their iPads in class with teachers' approval.
- 3.3.3. Using the iPads to play games or communicate during class is strictly prohibited.
- 3.3.4. During class, students can only play, listen to or watch music, videos and images relevant to that particular lesson under the permission of teachers.
- 3.3.5. Students can connect earphones to their iPads in class only with teachers' approval.
- 3.3.6. Students cannot use their iPads for inappropriate communications. These include: harassing, bullying, threatening, personal attack, obscene, vulgar language or content that may cause damage to anyone.
- 3.3.7. Under the instruction of the Discipline Team, students are forbidden to use iPads between classes, during break and lunch time.
- 3.3.8. Students are allowed to use their iPads for class learning purpose only. Entertainment and non-educational activities are strictly prohibited.
- 3.3.9. Students can only install applications related to learning recommended by school in their iPads.
- 3.3.10. Students can apply to subject teacher to install other learning applications. If approved, students can fill in the Google Form and send application to school. School will consider each application individually.
- 3.3.11. Students should seek teachers' permission before using their iPads to take photo or record voice/video.
- 3.3.12. Whenever using their iPads or the internet, students must comply with copyright laws, and avoid any plagiarism or unauthorized use.
- 3.3.13. Ensure that no spam email nor chain letter will be sent to school network.