

Caritas Wu Cheng-chung Secondary School
2019/2020 Scholastic Year Parent Circular No. 13
The Appropriate Use of the School Intranet / Internet and Use of Students's Photos and Videos

4 September, 2019

Dear Parents/Guardians,

IT development and Internet application have already been part of everyday life. Undoubtedly, information communication can raise the quality of life. However, some always spread false information and panic through the Internet. The action is utter abuse of the use of information technology and total disregard of the value of civility. Besides, there are violent games and pornographic information on the Internet. Such information poisons our young minds and may even lead to juvenile crime. Thus, we cannot overlook this problem.

It is advised that parents/guardians should guide their children through the use of the Internet at home by giving appropriate advice and supervision. Also, there is some software that can limit the time of computer use and access to certain inappropriate websites. Moreover, parents/guardians should let them know that browsing inappropriate information and circulating violent and pornographic information are wrong actions. If they receive such information, they should erase it immediately to prevent themselves from falling into any criminal traps.

In order to raise students' concern about network security and performing Information Literacy as citizens, there are some regulations about the use of the school intranet / the Internet (see appendix). They aim to keep students away from bearing the legal liability for computer crime.

Besides, our students will be involved in school activities where they may be photographed. Photographs, videos and school work of students may be published in a variety of media such as school publications and websites to promote activities at the school or for educational purposes. If the parents do not agree to the usage of above items, please give notice in writing to the school.

Thank you for your attention.

Yours faithfully,



Dr. Chung Chi Yuen, Stanley
Principal

Biblical Quote: Tuning your ear to wisdom, tuning your heart to understanding. (Pr 2:2)

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2019/2020 Scholastic Year Parent Circular No. 13 Reply Slip



Dear Principal Chung,

I acknowledge receipt of the captioned circular and agree to educate my children on the appropriate use of the school intranet and the Internet.

Student's Name: _____

Class: _____ Class No.: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

Caritas Wu Cheng-chung Secondary School
Regulations about the Use of the School Intranet / Internet

Students should obey the following rules when using the school intranet:

1) Building up appropriate “Information Literacy”

- Students should respect each other and take responsibility for personal opinions and behaviors.
- Students should not criticize others or perform personal attack through email.
- Students should not circulate claims without factual support through the intranet.
- Students should not let others use their own personal intranet, email account or WIFI password.
- Students should not use others’ personal intranet or email accounts.
- Students should not send meaningless emails or files.
- Students who log onto the intranet outside school should not leave any account information to avoid it being stolen by hackers. (Delete the cookies after logging onto the intranet platform outside school.)
- Students should not browse any inappropriate information or websites. If you find that someone does so, please report them to the teacher.
- Students should not install software or files from unknown sources.
- Students should not perform illegal behavior on the school intranet, such as online gambling or deceit.
- Students should respect others in the online discussion forum. Do not use foul language or sloppily criticize others.

2) Take good care of IT resources

- Students are not allowed to bring their computer equipment back to school. If there is an individual need, they can submit a written application to the school.
- Students who use the school or their own computer equipment may not lend to others.
- Any borrowed IT resources should be returned to the teacher on duty.

3) Respect intellectual property

- Students should not use any copyright work without the permission of the creator concerned.
- Students’ homework should not contain plagiarized information.

4) Pay attention to Internet security

- Keep your account information, such as the password carefully and be critical of any information on the Internet.
- If students find that someone has violated the regulations, please report them to the teacher.