

Caritas Wu Cheng-chung Secondary School
2020/2021 Scholastic Year Parent Circular No.42
Bring Your Own Device (BYOD) – Acceptable Use Policy (AUP) for student
& the arrangements of Purchasing iPads.

8th March, 2021

Dear Parents/Guardians,

Our school actively promotes e-learning. In order to fully implement the Bring Your Own Device (BYOD) Program for Secondary One to Secondary Five this year, we have set up the BYOD Acceptable Use Policy (AUP) for students. Also, in order to make it easier for parents to purchase related tablets, the supplier has been contacted to set up a sales booth at the school for parents to purchase.

A. Introduction

- "BYOD": means "Bring Your Own Device". Students need to bring personal iPads designated by the school as a learning aid in class.
- The school implements the "Bring Your Own Device" (BYOD) – Acceptable Use Policy (AUP) for student (starting from 2020-2021) to enhance learning and teaching effectiveness and create a student-oriented learning paradigm.

B. Rules of Use

In order to ensure that students can effectively use their own iPads and strengthen their self-learning effectiveness, the school has formulated relevant policies, measures and student rules. The terms are detailed as follows:

I. Web content filtering and monitoring

1. The school will filter the web browsing content of all students' iPads. If students see any inappropriate web materials, they must report to the teachers. If students try to bypass filters and security restrictions by any means. Penalties will be given accordingly.
2. For security reasons, all browsing through the wireless network will be monitored and recorded by the school.
3. The iPad used by students during lessons must be the one that registered by the school's IT committee. The school reserves the right to monitor, inspect, and access to all equipment.

II. Security and access arrangements for iPad

1. According to the Education Bureau's guidelines, all students who are subsidized by the Community Care Fund to purchase iPads must sign for their own devices so that the school can keep relevant records.
2. The registered iPad will be affixed with a student number & student name label. Students must not deliberately tear off or modify the label. If it is damaged or lost, they can apply a new label at school office.
3. For effective learning and network security needs, schools must install a mobile device management system (MDM) for all iPads ordered by the school. If students withdraw from the school, parents may send a request letter to the school to unlock and remove the MDM.
4. Students must follow the instructions of class teachers every morning to put the iPad in the student locker in the classroom and locked by the students themselves.
5. Teachers will instruct the students to use the iPad for learning according to the lesson needs. Students are responsible for keeping and handling their personal iPads properly. The school is not responsible for the security of any student's iPad.
6. Students must follow the instructions of the teachers and put the iPads back into the student locker in the classroom after the lessons.
7. The class teachers will instruct all the students to take the iPads home before leaving school to complete after-class assignments or for self-study purposes.
8. The school strongly recommends students to use protective cases for protecting and identifying iPads.

9. Students are not allowed to lend the iPad to others.

III. Use of iPad

1. To ensure the smooth progress of the class, students are responsible for charging the battery of the iPad every day before taking it back to school. Students can only use the iPad under the instruction and supervision of the teacher. If a teacher suspects that a student violates the rules, he/she can request the student to display the screen of the iPad.
2. Students can only use iPad apps approved by the school.
3. Students must bring their own suitable earphones and follow the instructions of the teacher to listen or record.
4. Students are not allowed to use their iPads for entertainment or browse web pages unrelated to learning during school breaks, lunch breaks and self-study timeslots.
5. Without the permission of the teacher, students are not allowed to use their iPads to take photos or videos in class, nor can they post photos or videos of the lesson on the Internet.
6. If students knowingly introduce viruses, Trojan horse programs (or any other malicious programs that can damage, modify, or destroy network data) or unauthorized programs into the network, please note that this is not only violating the school rules, but also violating the law. The school will impose disciplinary action on the students.
7. Students must use the wireless network provided by the school and support Wi-Fi tablet (airplane mode) mode for wireless Internet access. No other connection methods can be used to connect to the school's regional network.
8. Students are not allowed to use private mobile phone networks (such as 3G / 4G / 5G) on campus.
9. Students should not publish, browse, or distribute illegal materials. These include but are not limited to the following categories: harassment, stalking, intimidation, threats, personal attacks, obscenity, profanity, vulgar language, politically related content, and content that clearly violates the core values of Catholicism.
10. Students must respect intellectual property rights and comply with copyright laws.
11. Students are prohibited from operating business or making profit through iPads.
12. Students are prohibited from using any game equipment or game console programs.
13. Students should not share usernames and passwords with other students or staff.

IV. Sanctions for Violation

1. Students who do not follow the above guidelines will be subject to school disciplinary action.
2. If students are found to have violated the above rules or school-related policies, the school reserves the right to check the students' iPads and refuse them to use iPads in the school.

This document will be reviewed and/or revised from time to time as needed. Students will be notified upon any future changes.

Part B: Cost and payment method for purchasing iPad through school:

Parents are invited to come to our school to order the iPads on the spot, the details are as follows:

Date: 24/3/2021 (Wednesday)

Time: 12:00pm – 2:00pm

Venue: Our school UG covered playground

Product Name	Caring Care Fund fully subsidizes students	Price(HK\$)		Target Student
		Own expense	Community Care Fund half-fee subsidized students	
Apple 10.2" iPad Wi-Fi 128GB	Free of charge after funding	\$3120	\$1560	S1-5
iPad Original 3-year warranty service		\$400	\$200	S1-5
Apple Pencil (First generation)		\$698	\$349	S1-5
iPad 10.2" Flip type		\$86	\$43	S1-5
Protective case with Apple Pencil holder		\$60	\$30	S1-5
iPad 10.2" Screen protector (including installation)		\$198	\$99	S1-4
eSchoolPad Mobile Device Management System (MDM) 3 years service		\$136	\$68	S5
eSchoolPad Mobile Device Management System (MDM) 2 years service				

The school selects suppliers for parents in accordance with the bidding procedures required by the Education Bureau. The school hereby declares that the school and its employees did not receive any benefits.

If you have any enquiries, please call 28172318 to contact Mr. Fan Kei Faat or Mr. Au Yeung Tsz Wing.

Please complete and sign the reply slip on the next page. The reply slip should be returned to class teacher on or before 12th March 2021 (Friday).

Yours faithfully,



Dr. CHUNG Chi Yuen, Stanley
Principal

Biblical Quote: Turning your ear to wisdom, inclining your heart to understanding. (Proverbs 2:2)

2020/2021 Scholastic Year Parent Circular No.42 Reply Slip

Declaration

As a student, I have read and understood the above-mentioned Bring Your Own Device (BYOD) – Acceptable Use Policy (AUP) for students. I will abide by the above policy, and I know that any violation may cause me to lose the right to use the network and/or my own device, and I must also accept other penalties for violations.

As a parent/guardian, I have read and understood the above-mentioned Bring Your Own Device (BYOD) – Acceptable Use Policy (AUP) for students. I understand and agree that my children need to comply with the above policy and follow the rules.

Student's Name: _____

Class: _____ Class no.: _____

Student's Signature: _____

Date: _____

Parent/Guardian's Name: _____

Parent/Guardian's Contact no: _____

Parent/Guardian's Signature: _____

Date: _____

