

Caritas Wu Cheng-chung Secondary School  
2021/2022 Scholastic Year Parent Circular No.12

The Appropriate Use of the School Intranet / Internet and Use of Students's Photos and Videos

3<sup>rd</sup> September, 2021

Dear Parents/Guardians,

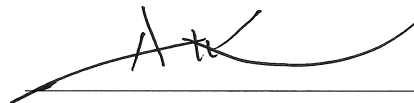
IT development and Internet application have become a crucial part of modern life. However, false information has been spread through the Internet, causing panic. The action is utter abuse of the use of information technology, total disregard of the responsibility of civic duties of netizens and very likely to violate the law. Besides, there are violent games and pornographic information on the Internet. Such information poisons our young minds and may even lead to juvenile delinquency. Thus, we cannot overlook this problem.

The school would like to advise parents/guardians to guide their children through the use of the Internet at home by giving appropriate advice and supervision. Also, some software can limit the usage time of the device 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 and avoid committing crimes.

In order to raise students' concern about network security and Information Literacy so that they will better perform their civic duties, 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 notify the school in written form. Thank you for your attention.

Yours faithfully,



Mr. AU Hoi Kin  
Principal



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



2021/2022 Scholastic Year Parent Circular No. 12 Reply Slip

Dear Principal Au,

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: \_\_\_\_\_

Parent's Contact no.: \_\_\_\_\_ 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 or other social media platforms.
- Students should not circulate claims without factual support through the intranet or Internet.
- 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 download files from unknown sources.
- Students should not perform illegal behavior on the school intranet or the Internet, such as online gambling or trading.
- Students should respect others in the online discussion forum. Do not use foul language or recklessly criticize others.
- Always pay attention to the news and development of the legislation relevant to the cyber world, as well as the reports of the technology-related crimes.

**2. Take good care of IT resources**

- Except for the tablets approved under the BYOD scheme, students are not allowed to bring their own computer equipment 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.
- Take good care and protect any IT equipment. Do not waste computer resources on activities that have no positive value to your personal growth.

**3. Respect intellectual property**

- Students should not use pirated software. Students should not use any copyrighted work without the permission of the creator concerned (such as text, picture and music).
- Students’ homework should not contain plagiarized information.

**4. Pay attention to Internet security**

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