

Circular on "Bring Your Own Device" (BYOD) policy

Dear parents,

Our school has been promoting e-learning. Mobile computer devices are provided in classes so as to enhance students' learning effectiveness through e-learning. Our school will implement the "Bring Your Own Device" (BYOD) policy for e-learning in Primary 4-6, every student needs to use their own mobile devices at school for e-learning. Meanwhile, in order to strengthen students' e-learning at home, our school has applied the Community Care Fund Assistance Programme for benefiting students from low-income families to help them purchase mobile computer devices. To provide students with safety regulations for using the mobile computer devices and wireless networks for e-learning, our school has set up the "Bring Your Own Device" (BYOD) policy. Students and parents must agree and promise to follow the regulations of this policy before they are authorized to use the mobile computer devices and the wireless network.

Filtering and monitoring

1. All mobile computer devices purchased by the school have been installed with the Mobile Device Management system (MDM).
2. MDM allows schools to install Apps on students' mobile computer devices and restricts students from downloading unnecessary Apps, therefore students can focus on learning purposes and avoid abusing electronic products. It enhances students' learning performance.
3. MDM has been installed on the mobile computer devices. To prevent students from downloading unnecessary apps that affect learning, all apps must be installed by our school and students will not be able to install them themselves. Parents may apply to cancel this setting for any educational necessity.
4. Our school will uninstall the MDM for their devices when students graduate.
5. If the devices are not purchased through our school, students should ask the school to download the school-designated Apps before bringing their own device back to school. Parents should manage their children's permission to download the program.
6. Our school will filter Internet browsing content. If students encounter any inappropriate Internet materials, they should report it to the teacher. Students cannot attempt to break the security restrictions to surf the Internet.
7. All network browsing will be monitored and recorded for security reasons.
8. Our school reserves the right to monitor, inspect, access and browse all devices purchased by the school.

Safety

1. Each mobile computer device is affixed with labels according to the user. These labels cannot be deleted or modified. If the labels are damaged or lost, students can apply for a replacement. Students need to take good care of the mobile computer devices.
2. If the device is stolen or damaged in our school, our school will deal with it according to the established procedures.

Regulations for using the mobile computer devices

1. Our school is not responsible for any loss of students' mobile computer devices.
2. Students should take good care of the tablet themselves.
3. Students can only use the devices under the instruction of teachers.
4. Students can only use apps or programs approved by our school.
5. Without the permission of teachers, students are not allowed to take photos or videos in class, or post relevant photos or videos on the Internet.
6. Students are considered to be breaking the regulations if they allow viruses like Trojan horses to enter our school network, they may face disciplinary action.
7. Students must use the school's wireless network and cannot use private mobile networks (such as 2G / 3G / 4G). Students can use devices that support Wi-Fi.
8. Students can only use the device to send emails or communicate with others with the teacher's permission.
9. Students cannot connect the device to the school's local network.
10. Students should recharge the battery of the device and then bring it back to school.
11. Students must abide by copyright laws.
12. It is forbidden to use any game equipment or game console programs.
13. Students should not share user names and passwords with others.
14. Students are not allowed to modify the device illegally.
15. The school reserves the right to inspect any device that is suspected of being faulty, attacked, or infected with a virus.

For enquiries, please contact Mr. Lee Sheung Lok.

Yours faithfully,

Chow Kim Ho _____

Chow Kim Ho

Principal



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Tsuen Wan Trade Association Primary School

Reply Slip of Circular 20-083/G05 < Return it to Mr. Lee via the class teacher >

Circular on "Bring Your Own Device" (BYOD) policy

Dear Principal,

I acknowledge the receipt of the above circular about "Bring Your Own Device" (BYOD) policy. My child and I have read and understood the above-mentioned policy. My child and I will abide by the above policy, and understand that any violation may cause my child to lose the right to use the network and/or our own device, and my child will also be subject to other penalties for violations.

Student's Name: _____ ()

Parent's Signature: _____

Class: _____

Date: _____

* Please put a '✓' in the appropriate box.