

E.L.C.H.K. Hung Hom Lutheran Primary School

Our Ref.: 2021N57

Date: 22nd Oct., 2021

Quality Education Fund e-Learning Funding Programme –
Provision of Mobile Computer Devices and Internet Services Support

Dear Parents/ Guardians,

To support students in their e-learning, the school will apply to the Quality Education Fund for funding to purchase iPad tablets **for loan** to students with financial needs and to provide portable WiFi routers and mobile data cards for students who are unable to acquire appropriate Internet services due to their constraints of the living environment.

1. Eligibility for borrowing tablets:

1. For students who have not received subsidy from the Community Care Fund (CCF) Assistance Programme for purchasing a mobile computer device, and are receiving Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department, or full/half grant of the School Textbook Assistance Scheme (STAS) from the Student Finance Office.
2. For students who have not received subsidy from the CCF, and whose families face financial difficulties but are not receiving CSSA or STAS due to special circumstances. (They need to provide schools with explanations or supplementary information.)
3. For students who received subsidy from the CCF, and the device has been used for more than three years and is unable to operate.
4. For students who received subsidy from the CCF. The device runs a different operating system and thus cannot meet the schools' requirements. (Please refer to Note 3)

2. Eligibility for WiFi routers and mobile data cards support:

1. For students who are receiving Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department, or full/half grant of the School Textbook Assistance Scheme (STAS) from the Student Finance Office and are unable to acquire appropriate Internet services due to their constraints of the living environment.
2. For students whose families face financial difficulties but are not receiving CSSA or STAS due to special circumstances (They need to provide schools with explanations or supplementary information.), and are unable to acquire appropriate Internet services due to their constraints of the living environment.

Notes:

1. The tablets under this program must be purchased by the school, and their **ownership belongs to the school**, tablets are loaned to eligible students, and **must be returned** upon graduation or withdrawal.
2. Students must follow the Acceptable Use Policy. (AUP) (See Appendix 1)
3. The operating system for tablets used in the school is: iPad OS.

Please complete the reply slip and return it to the class teacher on 25/10/2021. Students who would like to borrow the equipment should submit the reply slip together with a copy of the eligibility proof. In case students are yet to be notified of their CSSA or STAS application result, they should complete the reply slip and return it on or before 25/10/2021 and then submit the letter of result notification from CSSA or STAS by 1/2/2022 to the class teacher. For any enquiries, please call our school (Tel: 2712 1543) and contact Mr. Lui Chun Sing or Mr. Wong Fan Tong.



Yours faithfully,
Ms. W. Y. Yick
Headmistress

E.L.C.H.K. Hung Hom Lutheran Primary School
Appendix 1: BYOD – BRING YOUR OWN DEVICE -
Acceptable Use Policy (AUP) for students

Introduction

As new and emerging technologies continue to change the world we live in, they provide an opportunity for many unique and positive educational benefits to the classroom.

It is important that students and parents are familiar with the terms under which these devices can be used within the E.L.C.H.K. Hung Hom Lutheran Primary School.

Filtering and Monitoring:

E.L.C.H.K. Hung Hom Lutheran Primary School filters contents for student access on the Internet. However at times, inappropriate material may get past the filters and be viewed by the student. Students should report the occurrence to their teachers. Students will be held accountable for any deliberate attempt to bypass the filters and security.

E.L.C.H.K. Hung Hom Lutheran Primary School reserves the right to monitor, inspect, access and review all devices, which includes but not limited to personal emails and Internet access.

Guidelines:

Below are guidelines for students using their personal devices around campus:

1. The school is not liable for any loss, damage, or thievery of devices brought to school.
2. Students can only use school approved devices under teachers' supervision or with their approval.
3. Students can use their devices for educational purposes only.
4. All applications must be downloaded and installed through the school.
5. Students are prohibited from modifying their devices illegally.
6. Students can only email or communicate with others through their devices on school campus with teachers' permission.
7. Students cannot use their device for inappropriate communications. These include but are not limited to the following: harassing, bullying, threatening, personal attack, obscene, vulgar language or images that may cause damage to an individual or the school.
8. Students are prohibited from photo-taking or video/voice recordings without their teachers' permission.
9. Students can only listen to audio files with teachers' permission on school campus with in-ear headphones.
10. Students can only access the Internet via the school's wireless network and not their private mobile networks (e.g. 3G/4G).

Consequences for Violations:

Bringing your own device is a privilege and not a right. Students who do not observe the guidelines will face school disciplinary action and lose the privilege to utilize their devices for a period of time.

If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated.

Any student violating the terms of this agreement will receive punishment(s) including warnings, demerit(s), and/ or forfeiture of the rights to bring their devices to school.

The school reserves the right to impose higher level sanctions at any time depending on the nature of the violation.

Reply Slip

Our Ref: 2021N57

Dear Headmistress Yick,

I acknowledged receipt of school notice 2021N. In response, my reply is as follows:

*(Please put a “✓” in the appropriate box; and *delete as appropriate)*

- Do not participate. *(No need to fill in the “Declaration” part)*
- Apply for participation. *(Please complete the “Declaration” part)*

Declaration

I declare that:

(I) My child/ child under my custody is eligible to benefit from the Funding Programme. **A copy of the documentary proof of eligibility** (e.g. Notification Letter) is attached to prove the following eligibility of my child/ child under my custody:

- Receiving Comprehensive Social Security Assistance (CSSA) in the 2020/21 school year
- Receiving School Textbook Assistance Scheme (STAS) in the 2021/22 school year
- My child/ child under my custody is not receiving the above CSSA/ STAS, but the family has limited economic means at present (Please specify or attach supplementary information):

(II) Regarding the borrowing of a mobile computer device, my child/ child under my custody:

- Have **not** received subsidy from the Community Care Fund Assistance Programme for purchasing a mobile computer device or similar government assistance at this school or other schools in the past.
- Received** subsidy from the Community Care Fund to purchase a mobile computer device in the _____ school year, and
 - No need** to borrow a mobile computer device (Apply for Internet services support only)
 - Need** to borrow a mobile computer device because
 - The device has been used for more than three years **and** is unable to operate.
 - (For transfer student only) During the past three years, my child/ child under my custody had studied in _____ (Name of Original School) and received subsidy from the Community Care Fund to purchase a mobile computer device. The device runs a different operating system¹ (Please specify: _____) and thus cannot meet the schools’ new learning and teaching requirements.

¹ Common operating systems are iPadOS, MS Window, Chrome OS, Android, etc.

(III) Regarding the Internet services support:

- The residence of my child/ child under my custody is connected to broadband Internet services and additional support from the school is not required.
- My child/ child under my custody is living in a * subdivided unit / old building / remote area and cannot acquire appropriate Internet services. I have enquired at least three Internet services providers and confirmed that my residence cannot be connected to appropriate fixed broadband services, additional support from the school is thus needed. The names of Internet services providers enquired are as follows:

1. _____
2. _____
3. _____

I hereby **declare** that the information and documents provided are accurate, and commit that:

- (I) If the school is unable to apply for the subsidy from the Education Bureau due to inaccurate or incomplete information provided by me, I will pay the cost incurred, including the concerned cost of the device for supporting e-learning of my child/ child under my custody; and
- (II) If my child/ child under my custody is not eligible to benefit from the Funding Programme due to the improvement of my family's financial position, or he/ she leaves the school for various reasons (including graduation, further studies or transfer to other schools), I will return all borrowed equipment.

Personal Information Collection Statement

1. The personal data provided will be used by the School for the following purposes:
 - (i) processing applications relating to the programme;
 - (ii) verifying information with the departments/bureaux of the Government of the Hong Kong Special Administrative Region which are relevant to (i), if necessary
2. Any information, including personal data, submitted may be disclosed to the EDB and relevant government departments/bureaux for the purposes mentioned above.
3. 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.
4. 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 E.L.C.H.K. Hung Hom Lutheran Primary School (39 Pau Chung St, To Kwa Wan). For more information about the privacy policy, please visit the website of the Privacy Commissioner for Personal Data.

Parent's signature: _____

Name of student: _____

Class: _____ ()

Date: _____