

Wai Kiu College



Bring Your Own Device (BYOD)

Introduction and goals

- ✓ Promote e-learning programs, develop **student-centered** learning style
- ✓ Cultivate students' **self-directed learning**
- ✓ Address students' **learning diversity**
- ✓ Enhances students' learning **motivation** and **efficiency**

BYOD Policy

- ✓ Our school has planned to launch the "Bring Your Own Device (BYOD)" programme this year, which means **students are allowed to bring their personal mobile computer devices back to school** for learning activities, making learning more personal and mobile.
- ✓ "Bring Your Own Device" is limited to **iPad** or **tablet**, and iPad / tablet model **may varies**, but the device should be applicable to download the school's designated apps.
- ✓ Students can buy the device **by themselves** or through **the school**.

BYOD Policy

- ✓ Since the BYOD programme may add financial burden on students from **low-income families**, the Education Bureau has launched **Community Care Fund (CCF)** for application to subsidize those students to purchase mobile computer devices to foster e-learning.
- ✓ The financial status of all families is based on the period from **September 2020 to March 2021**.

BYOD Policy

- ✓ For all students who have not purchased or own an iPad, our school will **lend the iPad** to the students during the lesson.
- ✓ Students are allowed to bring mobile devices to school campus for e-learning **only if teachers asked students to bring "bring your own device" back to school.**
- ✓ In order to increase the flexibility of "Bring Your Own Device", **the purchased iPad is not needed to install the school mobile device management software**, but students **must comply with the "Acceptable Use Policy" agreement.**

BYOD Policy

- ✓ The school has formulated an **"Acceptable Use Policy" (AUP)** which states **acceptable** and **unacceptable** behaviors when students use their own mobile devices in the school campus, it is **an agreement of using mobile devices, wireless networks, and information in the school campus.**

BYOD Policy

- ✓ Students have to return **the parent-signed circular concerning the “Acceptable Use Policy (AUP)”** .
- ✓ The goal of this “Acceptable Use Policy” (AUP) is to ensure that students **use electronic devices and the Internet properly in school.**

iPad model purchased through school

Since Apple has announced the **latest version of iPad 2020 (8th gen)** on September 16, 2010, the original model "10.2" iPad (7th gen) Wi-Fi 128GB" of BYOD program ordered by our **school will be upgraded to "10.2" iPad 2020 (8th gen) Wi-Fi 128GB"**.

1. 10.2" iPad **2020** Wi-Fi 128 GB (Space Gray)
2. Apple Pencil (1st generation)
3. iPad 10.2 Flip Case with apple pencil slot (Black)
4. iPad 10.2 Tempered Glass Screen Protector
5. AppleCare for iPad (3 years)

“Acceptable Use Policy” (AUP)

This “Acceptable Use Policy” (AUP) is jointly agreed by the below three school stakeholders

- ✓ Parents / Guardians
- ✓ Students
- ✓ School

Parent / Guardian

- ✓ I will carefully **read** and **abide** by the school's "Acceptable Use Policy" on the use of electronic devices.
- ✓ Discuss the terms with my child to ensure that he/she understand the importance of this policy and the school rules of Wai Kiu College on using the Internet.

Student

- ✓ I have carefully **read** the school's "Acceptable Use Policy" on the use of electronic devices, understanding its rules and restrictions.
- ✓ I agree to use the electronic devices only in activities related to the curriculum and **with the permission of the teachers** in class.

School

- ✓ Assist students in using Internet technology properly, provides students with an Internet connection protected by filtering software
- ✓ guides students to use electronic devices and the Internet properly and responsibly.



Acceptable Use Policy

- ✓ **Storage and maintenance**
- ✓ **Electricity**
- ✓ **Use and information literacy**

Storage and maintenance

- ✓ Students must ensure that their tablets are properly kept at all times. If they are lost, damaged or stolen due to carelessness, students will be held responsible.
- ✓ Students should install protective software on their electronic devices and use them carefully to avoid having them damaged.

Storage and maintenance

- ✓ If students encounter operating or technical problems with the tablets, they can seek help from the school.
- ✓ **parents and students** are responsible for **all actual maintenance, replacements, repairs, and any other arrangements.**

Electricity

- ✓ Students are responsible for the battery maintenance of the electronic devices
- ✓ To ensure learning efficiency, the battery must be fully charged before they bring the electronic devices back to school. Students are not allowed to charge their own devices in school.

Use

- ✓ Students must get the permission of the subject teacher to use the electronic device permitted by the school
- ✓ Students are prohibited from using electronic devices for entertainment or communication during lesson.

Use

- ✓ Students must get the permission of the teachers before they can play or listen to music, watch videos and view photos related to the lessons.
- ✓ Students are prohibited from using electronic devices for entertainment, browsing websites, or communication software during recess, lunch or after school on the campus.

Use

- ✓ If students violate the rules, the teachers will keep the electronics devices for the students (with the retention period ranging from two weeks to one month), or contact the parents to collect the devices from the school.
- ✓ **Students must install apps recommended by the school in their electronic devices.**

Use

- ✓ Students must **obtain the teachers' permission** before using electronic devices to take photos, voice recordings or videos.
- ✓ Students must not use electronic devices to carry out **inappropriate actions**, including harassment, bullying, threats, personal attacks, or using obscene or vulgar language to harm others.

Use

- ✓ The electronic devices must not contain files or content that are not suitable for minors to view or violate any laws and regulations in Hong Kong.
- ✓ Without the knowledge and consent of others, students **are not allowed to use their devices to take, record, transmit or post other people's photos and videos.**

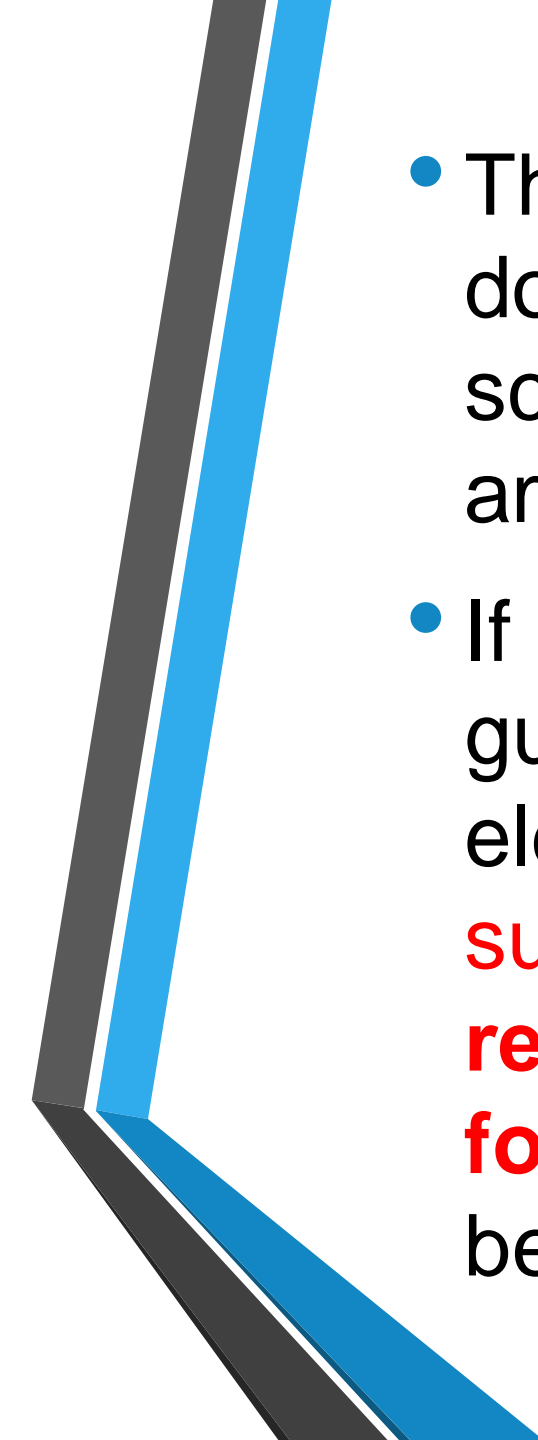
Use

- **Without the permission of the school, students are not allowed to send or post any images, videos and audio files taken in the school at any time.**
- When using electronic devices or the Internet, students must abide by copyright laws to avoid plagiarism or unauthorized use.
- Students must ensure that **no junk mails** are sent to the school network.

Applications to be installed

- ➔ Google Classroom
- ➔ Google Meet
- ➔ Google document
- ➔ Google Slide
- ➔ Google Sheets
- ➔ Google Translate
- ➔ One Drive
- ➔ Powerpoint
- ➔ Excel

- Word
- Docs
- OneNote
- Nearpod
- Zoom
- EClass Student App
- mBlock
- Hyread
- Kahoot

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- The “Acceptable Use Policy” is an important document of the school policy. If necessary, the school will make additions, deletions and amendments at appropriate times.
 - If students are found to have violated these guidelines or any school rules when using their electronic devices, for example **selling out subsidized iPads, the school will terminate or revoke the students’ right to bring their devices for learning**, and it may also result in punishment being given.