



惠僑英文中學

WAI KIU COLLEGE

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Guidelines and Policy on Bring Your Own Device

Acceptable Use Policy (AUP)

1. Introduction and goals

E-learning brings interaction to the classroom and greatly enhances students' learning and motivation. In order to make e-learning more effective, Wai Kiu College is now launching the Bring Your Own Device (BYOD) project to strengthen teaching and learning effectiveness. This project aims to promote self-directed learning and cultivate students to be well-equipped for the 21st century.

The goal of this "Acceptable Use Policy" (AUP) is to ensure that students use electronic devices and the Internet properly in school to become responsible digital citizens.

2. Agreement

This "Acceptable Use Policy" must be jointly agreed by three school stakeholders, including the parents/guardians, the students, and the school.

Parent / Guardian

- ✓ As the parent/guardian of a student of Wai Kiu College, 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

- ✓ As a student of Wai Kiu College, 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.
- ✓ I agree to abide by the "Acceptable Use Policy" of Wai Kiu College when using the computer system and the Internet.

School

- ✓ Wai Kiu College provides students with an Internet connection protected by filtering software. The school also guides students to use electronic devices and the Internet properly and responsibly.

3. Acceptable Use Policy

The policy covers four aspects, namely storage and maintenance, electricity, use and information literacy.

Storage and maintenance

- ✓ Students must ensure that their tablets are properly kept at all times, and parents must also teach their children to cherish the devices. 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.
- ✓ If students encounter operating or technical problems with the tablets, they can seek help from the school. The school's IT staff will provide guidelines and suggestions. However, 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, and 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.

Usage and information literacy

- ✓ Only with the teachers' permission, students can bring their mobile devices for e-learning on the school campus.
- ✓ 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 on the campus. 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 can only install apps recommended by the school in their electronic devices.
- ✓ 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.
- ✓ The electronic devices must not contain files that are not suitable for minors to view.
- ✓ 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. 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.

4. Applications to be installed

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|--------------------|------------------|
| ◇ Google Classroom | ◇ Docs |
| ◇ Google Meet | ◇ OneNote |
| ◇ Google document | ◇ Nearpod |
| ◇ Google Slide | ◇ Zoom |
| ◇ Google Sheets` | ◇ Word |
| ◇ Google Translate | ◇ EClass Student |
| ◇ One Drive | ◇ mBlock |
| ◇ Powerpoint | ◇ Hyread |
| ◇ Excel | ◇ Kahoot |
| ◇ Word | |

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, the school will temporarily keep the devices, or even terminate or revoke the students’ right to bring their devices for learning, and it may also result in punishment being given.

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We acknowledge the above “Guidelines and Policy on Bring Your Own Device” of Wai Kiu College, and promise to comply with them and cooperate with the school by signing below.

Name of student : _____ (____) Class: _____

Signature of student : _____

Name of parent/guardian : _____

Signature of parent/guardian : _____

Date : _____

