

Introduction

These guidelines and policies are the rules for students to use tablet computers under normal circumstances and are applicable to parents and students. Parents or guardians, please read these guidelines and policies carefully before using tablets and accessories for learning.

E-learning tools

Schools require students to regard tablet computers as learning tools. Therefore, it is strongly recommended that the data in the tablet computers be related to the learning content, and all settings are for e-learning. Students can only log in as a single user.

Filtering and Monitoring:

1. All tablets purchased by participating in the " Community Care Fund Assistance Programme - Provision of Subsidy to Needy Primary and Secondary Students for Purchasing Mobile Computer Devices to Facilitate the Practice of e-Learning " have been registered in the school's mobile device management system. The school reserves the right to monitor, inspect, access and browse all equipment.
2. The School filters contents for student access to 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 or the e-Learning Committee. Students will be held accountable for any deliberate attempt to bypass the district filters and security.
3. Access through the wireless network may be monitored and/or recorded for the purposes of network security and student safety.

Guidelines:

1. Since tablets are personal belongings of students, students must ensure that their tablets are kept properly and safely at all times. The school is not responsible for the theft, loss or damage of the tablet.
2. The school will not provide any tablet charging service for students.
3. Students are prohibited from photo-taking or video/voice recordings without their teachers' permission. The violation of such policy will result in suspension the use of the devices.
4. If students knowingly introduce viruses, Trojan horse programs or any related damage, alteration, destruction, introduction of unauthorized programs into the Internet, and spread on the Internet, it is a violation of school policy and students will face disciplinary action.
5. Students cannot connect the tablet to the school's regional network.
6. The School reserves the rights to censor websites which are not educational.
7. Students must comply with copyright laws.
8. It is strictly prohibited to install pirated computer software.
9. Avoid installing any game equipment or game console programs on the tablet.
10. Students should never share username and passwords with other students or staff.
11. Students are prohibited from modifying their devices illegally
12. The school reserves the right to inspect any tablets suspected of errors, attacks or virus infections ◦
13. If you encounter operational or technical problems with the tablet computer, you can contact the school. The school's IT staff will give guidelines and suggestions. However, all actual maintenance, repairs, replacements, repairs, and any arrangements for this must be made by parents and Students are responsible for themselves.

Consequences for Violations:

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 would 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.

Disclaimer

As a student, I have read and understand the Acceptable Use Policy (AUP). I will abide by Acceptable Use Policy (AUP) and I understand that any violation of it may result in disciplinary action(s).

As a parent, I have read and understand the Acceptable Use Policy (AUP). I understand that my child will be responsible for abiding by the above policy. I will perform regular checking of my child device and assist my child to follow the rules at home.

Name of Student:	_____	Class:	_____	No. :	_____
Student Signature:	_____			Date:	_____
Name of Parent/Guardian:	_____				
Parent/Guardian Signature:	_____			Date :	_____

