ELCHK Lutheran Secondary School

Parent's Notice 24058 '"Bring Your Own Device" (BYOD) e-Learning Programme'   21/5/2025

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Dear Parents/Guardians,

'Bring Your Own Device' (BYOD) e-Learning Programme (Applicable to S.1)

In accordance with the Education Bureau's "Fourth Strategy on Information Technology in Education," which encourages schools to utilize tablet computers, our school will implement the "Bring Your Own Device" (BYOD) e-Learning Programme starting from the 2025/26 school year to promote effective learning for your child. From this point onward, all new Form One students each year will be required to participate in the programme, gradually expanding it to the entire school. Details are as follows:

1. **BYOD Specifications and Guidelines**

   Under this programme, Form One and Form Two students in the 2025/26 school year will need to **purchase** the specified or updated model of personal tablet computer (the school will standardize on iPad devices). For details of "Specifications for Personal Tablets (iPad) under the BYOD e-Learning Programme", please see Attachment 1.1. During the 2025/26 school year, Form One and Form Two students are required to bring their **registered devices** to school for learning activities.

   The mobile device must have the Mobile Device Management (MDM) software installed by the school and allow the school to manage the personal tablet computer. This is necessary for usage as directed by teachers, enabling students to effectively utilize their personal tablets for learning both in and out of class. Students must adhere to the "Acceptable Use Policy for the BYOD e-Learning Programme" during the programme period. For details, please see Attachment 1.2.

2. **Funding Application**

   To alleviate the financial burden of the BYOD electronic learning programme on low-income families, our school will participate in the Education Bureau's "Quality Education Fund Electronic Learning Grant Programme – Support for Mobile Computing Devices and Internet Access" starting from the 2025/26 school year. We will apply for funding to provide mobile computing devices for loan to students in need. If parents meet the criteria, they may **borrow** personal tablets from the school during their child's enrollment.

   Eligibility for application is as follows:

   Students who meet the following conditions during the 2025/26 school year will be eligible for the funding programme:

   2.1 Recipients of the Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department;

   2.2 Recipients of full or half subsidies for the School Textbook Assistance Scheme from the Student Finance Office; or

   2.3 Students identified by the school as having limited economic capacity. Students from families with genuine financial difficulties but who do not receive CSSA or textbook assistance due to special circumstances must provide supplementary information to the school explaining the reasons. The number of such grants is limited, and the school will review each application case according to school-based criteria.

For more information, please refer to the following homepage of "Quality Education Fund e-Learning Funding Programme—Provision of Mobile Computer Devices and Internet Services Support":
https://www.edb.gov.hk/tc/edu-system/primary-secondary/applicable-to-primary-secondary/it-in-edu/ITE-QEF/qef_index.html
Or scan the QR code on the right.

Should you have any enquiries, please contact Mr. Cheng, the Head of the Information Technology in Education Committee, or Mr. Chung, the teacher-in-charge at 27802291.

Please submit the reply slip to the class teacher by 23/5 (Fri).

Yours faithfully,

Mr. Liang Kwun Fan
Principal

ELCHK Lutheran Secondary School
(Reply Slip) Parent's Notice 24058 '"Bring Your Own Device" (BYOD) e-Learning Programme'
[Submit the Reply Slip to class teacher by 23/5]

Dear Principal,

1. **BYOD Specifications and Guidelines**
   I acknowledge that I have been informed about the "Bring Your Own Device (BYOD) e-Learning Programme" and have read the "Acceptable Use Policy for the BYOD e-Learning Programme" (Attachment 1.2) in detail.
   I agree to clear all data from the iPad to be used for BYOD and submit it to the school for the installation of the Mobile Device Management (MDM)system. I also understand that the iPad will only be used for my child/ward's learning purposes in the future.

2. **Funding Application**
   ☐ I already have a suitable iPad at home for my child/ward to use for classes, and I do not intend to apply "Quality Education Fund e-Learning Funding Programme—Provision of Mobile Computer Devices and Internet Services Support" for the 2025/26 school year.
   ☐ I intend to apply "Quality Education Fund e-Learning Funding Programme—Provision of Mobile Computer Devices and Internet Services Support" for the 2025/26 school year. (Please fill-in the 'Declaration Section' in Part 3 below)
   I declare that my child/ward meets the following eligibility criteria:
   ☐ Receiving Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department for the 2025/26 school year.
   ☐ Receiving school textbook allowance from the Student Finance Office for the 2025/26 school year, either in full or half.
   ☐ My child/ward has not received the aforementioned CSSA or textbook allowance, but our current financial situation is limited. (Please attach supplementary information for clarification.)
   Note: This option is for intention and data collection purposes to expedite the approval process for the 2025/26 school year. The formal application will be processed after the start of the 2025/26 school year; the date will be announced later.

3. **Declaration Section (Applicable to those who intend to apply "Quality Education Fund e-Learning Funding Programme—Provision of Mobile Computer Devices and Internet Services Support" for the 2025/26 school year)**
   Regarding the borrowing of mobile computing devices (personal tablets), my child/ward:
   ☐ has never borrowed such equipment through the "Quality Education Fund e-Learning Funding Programme—Provision of Mobile Computer Devices and Internet Services Support" at any other school.
   ☐ has previously borrowed mobile computing devices (personal tablets) through the "Quality Education Fund e-Learning Funding Programme—Provision of Mobile Computer Devices and Internet Services Support" at:
   _____(name of previous school), and has returned the borrowed equipment to the previous school. (Eligibility is only valid if the borrowed equipment has been returned.)
   (Please tick "✓" the appropriate box "☐")

(Applicable to parents borrowing the school iPad)
I hereby declare that the information and documents provided are accurate and complete, and I commit to the following:
(I)   If the school is unable to successfully apply for the relevant funding from the Education Bureau due to the false or incomplete information I provided, I will bear any resulting losses, including the cost of purchasing the equipment for my child/ward's learning.
(II) If my family's financial situation improves, resulting in my child/ward no longer qualifying for the application, or if my child/ward leaves the school for any reason (including graduation, advancement, or transfer), I will return all borrowed equipment.

Student's Name: _____   Parent's Signature: _____

Class: _____ (   )   Parent's Name: _____

Specifications for Personal Tablets (iPad) under the BYOD E-Learning Programme

1. Recommended Minimum Specifications for Personal Tablets under the BYOD Programme:
   Devices supporting iPad OS 15:
   1.1   iPad (9th generation) or later
   1.2   iPad Mini (7th generation) or later
   1.3   iPad Air (5th generation) or later
   1.4   iPad Pro (6th generation) or later
2. Recommended Accessories for the BYOD Programme:
   2.1   Any compatible stylus for personal tablets
   2.2   Protective case for the personal tablet
   2.3   Portable charging device
   2.4   Wired or wireless earphones

Acceptable Use Policy (AUP) for the BYOD E-Learning Programme

To ensure that students can effectively and safely use personal electronic devices, the school has established an Acceptable Use Policy (AUP). Parents and students must agree to and commit to this policy in order to use personal tablets and the school's wireless network on campus.

The purpose of this policy is to protect students while using their personal tablets in a safe and regulated environment, preventing illegal, irresponsible behavior, ethical violations, or destructive online activities. Parents and students must carefully read this policy, understand the relevant rules and restrictions, and be aware of the consequences of violating the policy. Personal tablet use on campus is only permitted after both parents and students agree to and sign the consent form. The school reserves the right to revoke a student's right to use their personal tablet if any terms of the policy are violated.

1.   Information Filtering and Device Management

1.1   To ensure the information and software on personal tablets align with students' learning needs, all personal tablets used at the school must have a Mobile Device Management (MDM) programme installed by the school. Students must allow the school to manage their personal tablets during the programme. Before submitting their personal tablets for MDM installation, students must clear all data, log out of their Apple ID, and restore the device to factory settings.

1.2   The school will remotely install educational software and regularly update the system and applications via the MDM to ensure the security of students' personal tablets.

1.3   During the programme, the school will temporarily manage students' personal tablets through the MDM, and parents or students may not install any applications or reset any settings on their personal tablets.

1.4   The school will register the hardware identification of each student's personal tablet for identification and management purposes.

1.5   For network security reasons, all browsing activities on the school's wireless network will be monitored and recorded.

1.6   The school will filter information accessed by students through their devices from the internet using a firewall. In certain exceptional cases, students may access inappropriate information that cannot be filtered. If this occurs, students should immediately notify a teacher or school IT staff. If a student is found browsing inappropriate content without notifying a teacher, the school may take disciplinary action.

1.7   Students must not bypass filters and security restrictions in any way while online.

1.8   The school reserves the right to monitor, inspect, access, and configure students' personal tablets.

1.9   The school reserves the right to disable the wireless network or devices without prior notice to students or parents.

1.10   If a student is found using an unapproved device on campus, the school has the right to confiscate the device and notify the parents to retrieve it in person.

2. **Personal Daily Management of Student Devices**
   2.1   Personal Daily Management of Student Devices
       2.1.1 Students must purchase a protective case and screen protector for their personal tablets.
       2.1.2 Students should securely store their personal tablets and must lock them in a locker when not in use.
       2.1.3 Students must take their personal tablets home every day after school and may not leave them in lockers.
       2.1.4 The school will not be responsible for any loss, damage, or theft of personal tablets, accessories, or data.
   2.2   Power Supply
       2.2.1 Students must ensure their personal tablets are fully charged before returning to school.
       2.2.2 Students may not use any school power sources to charge their personal tablets. To avoid interruptions in learning due to low battery, students are encouraged to carry a backup power source.

3. **Guidelines for Using Personal Tablets on Campus**
   3.1   Students may only use personal tablets in class under the supervision of a teacher.
   3.2   Students may only turn on speakers or use earphones and open audio or video files with the teacher's approval. Personal tablets must generally remain on silent mode while on campus.
   3.3   Students may only use school-approved applications; parents and students may not install any applications on personal tablets independently.
   3.4   Personal tablets are a learning tool. Students may not use personal tablets on campus for the following purposes:
       3.4.1 Entertainment or gaming (e.g., listening to music, watching unrelated videos)
       3.4.2 Accessing social media (e.g., Facebook, Instagram, Snapchat)
       3.4.3 Instant messaging applications (e.g., WhatsApp, WeChat, Line)
       3.4.4 Any activities unrelated to learning.
   3.5   The school reserves the right to review students' browsing history on BYOD devices.
   3.6   Students must respect intellectual property and may not store, use, or transmit unauthorized files or software.
   3.7   Students should respect personal privacy and may not record audio, take photos, or make videos in class without teacher permission, nor publish or disclose such materials online or in any form.
   3.8   Students must use personal tablets ethically and are prohibited from engaging in any inappropriate behavior using BYOD devices, including but not limited to: harassment, bullying, threats, personal attacks, or sharing harmful messages.
   3.9   Students must maintain network security and may not intentionally spread malware (e.g., computer viruses) online.
   3.10   Students must connect to the internet via the school's wireless network and are prohibited from using private mobile data (e.g., 4G and 5G) to access the internet.
   3.11   Students must securely manage their personal accounts, including intranet, Google accounts, eClass student applications, and Hong Kong Education City. Students are prohibited from using others' accounts or sharing personal or others' login information.
   3.12   If a student causes damage to another student's personal tablet, the school will handle it according to school regulations.
   3.13   If a student is found violating any terms of this agreement or the school's electronic learning policies, the school reserves the right to inspect the student's personal tablet and/or revoke the student's permission to use personal devices, and take disciplinary action according to school regulations.