

聖公會陳融中學
自攜裝置 (BYOD) 可接受使用政策

一、前言

教育局於 2015/16 學年起推行「第四個資訊科技教育策略」，讓學校透過資訊科技提升學與教效能，其中主要措施是讓學生攜帶私人的流動裝置回校進行學習活動，好處包括：

- 學生能便捷地使用自己的流動裝置進行自主學習，於課堂內外與朋輩進行協作學習
- 學生可於裝置儲存自己的學習資源（例如筆記、電子教科書），和配合他們學習需要的應用程式，學生因較熟悉自己的裝置，能更有效地使用它學習
- 配合學校使用的學習管理系統，管理學習材料、課業的收發和紀錄學習數據等
- 減省在課堂收發給流動裝置學生借用的時間，課時運用得更有效

在廿一世紀，資訊素養和有效運用資訊科技是學生必須具備的能力，學生擁有自己的流動裝置絕對有利於在課堂外延續學習。因此本校已全面推行自攜裝置計劃，讓學生擁有家長自費購買或經優質教育基金計劃（QEF）向學校長期借用的 iPad，除優化課堂互動學習，亦加強培養學生恆常的自主學習。

在此計劃下，學生須攜帶已安裝指定流動裝置管理系統（MDM）的平板電腦回校上課。安裝 MDM 的目的是協助管理學生使用 iPad。MDM 生效時，iPad 只顯示學校預設版面，除學校預設的應用程式外，遊戲及其他應用程式均無法使用。此外，為防止學生透過瀏覽器存取不雅或不當內容以及玩網路遊戲，MDM 將對不同年級的學生實施不同程度的內容及網址過濾，讓學生專注使用 iPad 作學習用途。

校方考慮到部分 iPad 由家長自費購買，或需與學生家人共用，家長應有全面的使用權，因此家長可按實際需要、子女的學習情況及自我管理能力，申請在學校時間以外暫停 MDM 的限制，讓 iPad 可全面自由使用。暫停 MDM 的申請只適用於自費購買 iPad 的家長，本校不接受透過 QEF 借用 iPad 的學生家長申請。有意申請在學校時間以外暫停 MDM 的家長可在本校網站下載申請表格。

本指引及政策為學生於本校使用平板電腦的規則，請家長或監護人於貴子弟在校內使用平板電腦及配件學習前仔細閱讀並敦促貴子弟遵從。

二、定義

1. 「自攜裝置」指符合本校指定規格的 iPad 平板電腦。
2. 「本校」指聖公會陳融中學。

三、一般指引

1. 所有自攜裝置必須經本校登記及安裝「裝置管理」軟件（MDM）。
2. 學生不得卸載或更改該「裝置管理」軟件的設定。
3. 本校保留對所有自攜裝置一切監控、檢查以及存取的權力，以確保其使用合乎本指引、校規、版權法例及香港法例。
4. 自攜裝置的正、背面以及配件上應貼上學生姓名。本校強烈建議學生使用平板電腦袋，以保護及識別自己的自攜裝置和配件。
5. 學生應該每天攜帶儲有足夠電量的自攜裝置回校。學生不應在校內為擅自為自攜裝置充電。
6. 在非使用自攜裝置時，學生應把自攜裝置妥善儲存在課室內的儲物櫃中。若自攜裝置在校園範圍內丟失、損耗或失竊，本校一概不負責。
7. 學生只可以透過本校的 Wi-Fi 網絡連接互聯網，不得經手機數據網絡上網。
8. 學生必須遵守香港版權法例。
9. 學生不得使用自攜裝置進行不恰當的通訊，例如：滋擾、惡意追蹤、欺凌、恐嚇、人身攻擊以及散播有損個人或本校聲譽的資訊。
10. 學生應該保障個人私隱，妥善管理各個學習平台的個人帳號及密碼。
11. 當需要聆聽音檔或觀看影片時，應該使用耳機。若得到老師的批准使用自攜裝置擴音，應盡可能將音量收細，以減少對別人的影響。
12. 若學生需要在自攜裝置上安裝其他學習應用程式，應尋求老師幫助。本校對此保留批核之權利。
13. 學生在使用電子工具進行拍照、錄音或錄影前，必須先得到老師准許。

四、自攜裝置的使用

自攜裝置只可用於學習用途。嚴禁進行遊戲、通訊或瀏覽與學習無關的內容。

1. 課堂時間

- 1.1 學生必須在授課老師明確指示下方可使用自攜裝置。
- 1.2 在非使用時，自攜裝置必須蓋上並妥善存放。
- 1.3 自攜裝置只能用於與該課堂相關的學習活動。

2. 非課堂時間（早會前、小息、午膳及放學後）

- 2.1 學生可於課室（包括特別室：如電腦室、圖書館等）和有蓋操場使用自攜裝置作溫習用途。若要在其它地點使用，必須先得到老師准許。
- 2.2 在不需要使用平板電腦時，應確保平板電腦存放於上鎖的儲物櫃內。離校時必須把平板電腦帶走。

3. 校外時間

- 3.1 學生應善用自攜裝置輔助在家學習，例如完成家課、蒐集研習資料及進行網上延伸學習等。不可用於任何娛樂活動。
- 3.2 學生在使用裝置時，應注意保護視力，保持適當的觀看距離和姿勢，並定時作小休。建議與家長共同制定合理的使用時間表。

五、違規後果

使用自攜裝置的資格並非必然，任何違反指引的學生會受紀律處分，包括：警告、缺點及 / 或暫停使用自攜裝置的資格。

六、家長參與

- 1. 請詳閱和遵守本校的「自攜裝置（BYOD）指引及可接受使用政策」。
- 2. 請與子女討論此政策條文，確保他們明白這政策及本校校規的重要性。
- 3. 明白平板電腦於學校的用途為學習工具之一，故需避免把裝置用作其他用途。
- 4. 提醒子女在上課前必須為裝置充電，以備有足夠電力於課堂進行學習活動。

[最後修訂：2025 年 9 月]

SKH Chan Young Secondary School
Policy of Acceptable Use of BYOD Devices

1. Foreword

The Education Bureau launched the "Fourth Strategy on Information Technology in Education" starting in the 2015/16 school year to enhance learning and teaching effectiveness through information technology. A key measure is allowing students to bring their personal mobile devices to school for learning activities. The benefits include:

- Students can conveniently use their own mobile devices for self-directed learning and collaborate with peers both inside and outside the classroom.
- Students can store their own learning resources (e.g., notes, e-textbooks) and applications tailored to their learning needs. Being more familiar with their own devices allows them to learn more effectively.
- It complements the school's Learning Management System for managing learning materials, distributing and collecting assignments, and recording learning data.
- It reduces the time spent distributing and collecting borrowed mobile devices in class, making lesson time more effective.

In the 21st century, information literacy and the effective use of information technology are essential skills for students. Owning a personal mobile device is highly beneficial for extending learning beyond the classroom. Therefore, our school has fully implemented a Bring Your Own Device (BYOD) program, allowing students to use an iPad either purchased by their parents or borrowed long-term from the school through the Quality Education Fund (QEF) scheme. This not only enhances interactive learning in the classroom but also strengthens the cultivation of students' regular self-directed learning habits.

Under this program, students must bring an iPad installed with the designated Mobile Device Management (MDM) software to school. The purpose of installing MDM is to help manage students' use of the iPad. When MDM is active, the iPad will only display the school's default interface. Except for the pre-set applications by the school, games and other apps will be inaccessible, ensuring students focus on using the iPad for learning purposes. In addition, to prevent students from accessing indecent or inappropriate content and playing online games through web browsers, different levels of web filtering will be applied to students at various class levels.

The school understands that some iPads are purchased by parents and may be shared with family members, and that parents should have full usage rights. Therefore, based on actual needs, their child's learning situation, and self-management capabilities, parents may apply to temporarily suspend MDM restrictions outside of school hours, allowing for full and unrestricted use of the iPad. Applications to suspend MDM are only available to parents who have purchased the iPad themselves; the school does not accept applications from parents of students who have borrowed an iPad through the QEF. Parents interested in applying to suspend MDM outside of school hours can download the application form from the school website.

These guidelines and policies govern the use of tablet computers by students at our school. Parents or guardians are requested to read them carefully and urge their children to comply before they use their tablet computers and accessories for learning on campus.

II. Definitions

1. **Devices** refer to iPads that meet the specifications designated and CYSS-approved iPads.
2. **CYSS** refers to SKH Chan Young Secondary School.

III. General rules

1. All devices must be registered with CYSS and installed with the Mobile Device Management (MDM) system by CYSS.
2. Students should not attempt to remove or alter the setting of the MDM system installed
3. CYSS reserves the right to monitor, inspect, and access all devices to ensure that their use complies with this policy, school rules, copyright laws, and other laws of Hong Kong.
4. A label displaying the student's name should be attached to both the back of the device and the Apple Pencil. CYSS strongly recommends the use of iPad bags or similar pouches to help protect and identify the devices.
5. Students are responsible for bringing their fully charged devices to school every day. Students are not allowed to charge their devices at school.
6. When the devices are not in use, they must be stored securely, e.g. locked in lockers inside the classroom. CYSS will not be held responsible for any loss, damage, or theft of devices in the school's premises.
7. Access to the internet should be made via the Wi-Fi network of CYSS, but not personal mobile networks (e.g. 4G or 5G).
8. Students must comply with Hong Kong's copyright laws.
9. Students must not use their devices for inappropriate communications. These include but are not limited to: harassing, stalking, bullying, threatening, making personal attacks, and sharing inappropriate language or imagery that may cause damage to an individual or CYSS.
10. Students should protect their privacy and keep a secure record of all their usernames and passwords for different applications and learning platforms.
11. Students are encouraged to use headphones when listening to audio files and/or watching video clips unless they have permission from the teachers to do otherwise. The volume should be lowered to a level that doesn't cause disturbance to others.
12. Students who want to install additional applications for learning purposes may seek help from teachers. CYSS reserves the right of approval.
13. Unless explicitly permitted by a teacher, it is prohibited to take photos, record audio or video, or publish information on any media.

IV. Use of BYOD Devices

BYOD devices are to be used for learning purposes only. Use for gaming, communication, or browsing content unrelated to learning is strictly prohibited.

1. Lesson time
 - 1.1 Students may only use their device upon the explicit instruction of the subject teacher.
 - 1.2 When not in use, the device must be covered by its case and stored properly.
 - 1.3 The device may only be used for learning activities relevant to the lesson.
2. Non-lesson time (Before morning assembly, during recess, lunch, and after school)
 - 2.1 Students may use their devices for study purposes in classrooms (including special rooms like the Computer Room, Library, etc.) and the covered playground. Permission from a teacher must be obtained to use the device in other locations.
 - 2.2 When the device is not needed, it should be secured in a locked locker. The device must be taken home when leaving school.
3. Outside of School
 - 3.1 Students should make good use of their BYOD device to support learning at home, such as completing homework, gathering research materials, and engaging in online extended learning. It must not be used for any entertainment activities.
 - 3.2 When using the device, students should pay attention to protecting their eyesight by maintaining a proper viewing distance and posture, and taking regular breaks. It is recommended that parents and students jointly create a reasonable usage schedule.

V. Consequences of violations

Bringing your own device is a privilege but not a right. Any student violating this policy is liable to disciplinary actions, such as a warning, suspension of the privilege of bringing his/her own device to school, demerit(s), etc.

VI. Roles of Parents

1. Parents are requested to read and help their child adhere to this policy.
2. Please discuss the terms of this policy with your child to ensure they understand its importance and the school's regulations.
3. Understand that the purpose of the tablet at school is as a learning tool; therefore, its use for other purposes should be avoided.
4. Remind your child to charge the device before school to ensure it has sufficient power for learning activities in class.

[Last revised: September 2025]