

國民學校
KWOK MAN SCHOOL

Circular NO.02E/20
(For the whole school)

Phone : 29810432

Fax : 29816345



Address : 30 Kwok Man Road
Cheung Chau

Date: 14 August 2020

Dear Parents/Guardians,
iPad Lending Scheme for Online Learning

In view of the epidemic, all students need to learn online at home instead of at school. However, our school will support students to participate in online learning by providing an iPad to students that do not have access to an internet-connected desktop computer, laptop, or tablet. Thus, our school will lend an iPad to each student in need. The details of the lending scheme are as follows:

Eligibility	We will prioritize lending iPads to our students in the following order: Recipient of the Comprehensive Social Security Assistance (CSSA) or Recipient of the School Textbook Assistance (TA) Scheme (Full level of assistance) P.1 students
Device available	iPad (45 sets) Each set includes an iPad, an iPad cover, and an iPad to USB cord and power adapter
Loan Period	27 August until the resumption of face-to-face on-campus teaching
Fee	Free
Procedure	Applicant should return the attached reply slip on or before 18 August. The school will contact the successful applicants on or before 21 August. Successful applicants' iPad will be ready for collection on 27 August.

For those who want to borrow iPad from our school, please read the Regulations of Use on the back of this notice.

Mr Lau Hon Wing (Supervisor)
Ms Kwok Yuen Ki (Principal)

Circular No.02E/20
(For the whole school)

Reply Slip for “iPad Lending Scheme for Online Learning”

I need to borrow an iPad. I am the recipient of TA (full level/half level)/_____

I do not need to borrow an iPad.

Student's Name : _____ Class : _____ Class No : _____

Parent's Signature : _____ Date : _____

iPad Lending Scheme Policies (Regulations of Use)

These regulations are applicable to students and parents/guardians who borrow an iPad from Kwok Man School. Parents/guardians should read the regulations carefully and be responsible for the iPad.

1. The iPad is only for online learning while in-person classes are suspended. It should only be used for assigned learning activities.
2. Borrowers may not change the configuration of the iPad in any way.
3. Borrowers may not add or remove apps without the school's authorization. The iPad may not be used to carry out any activities which are not related to learning, not appropriate for students, or that violate the law.
4. iPads are installed with Mobile Device Management (MDM) software, which tracks the activities of each iPad. Therefore personal data (e.g. social media account, e-banking, personal e-mail, etc.) should not be stored onto the iPad. The school will not be responsible for any data breaches as a result of using the iPad.
5. Borrowers need to charge the iPad regularly so that there is enough power to carry out appropriate learning activities.
6. Borrowers should keep the iPad safe and in good condition at all times.
7. Borrowers are required to report any problems experienced with the iPad. Borrowers are responsible for damage to the iPad. The costs to fix a damaged iPad depends on the severity of the damage.
8. If the iPad is lost or stolen during the lending period, the borrower must notify the school immediately. Parents/Guardians need to be responsible for the replacement cost for a lost or stolen iPad.
9. Before returning the iPad, borrowers should log out of all systems.
10. Files should be saved online or with your own storage device. All files will be erased and the iPad will be fully reset once it is returned to the school.
11. Borrowers should return the iPad to the school on the first day when in-person lessons resume.
12. The school reserves the right to refuse service to anyone who abuses the iPad or violate the regulations above.