

Islamic Dharwood Pau Memorial Primary School

伊斯蘭鮑伯濤紀念小學

Acceptable Use Policy (AUP) for 'Bring Your Own Device' (BYOD)

使用自攜裝置(平板電腦)指引及政策

本指引及政策為學生於本校使用平板電腦的規則，適用於有關家長及學生。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，請仔細閱讀本指引及政策。

This Acceptable Use Policy (AUP) outlines the rules of using devices at school. The AUP is applicable to both parents and students. Parents or guardians should read the AUP thoroughly before their children use the devices to learn at school.

- Students should charge their devices at home. No charging service will be provided by the school.

學生需在家中將平板電腦充電，學校將不會提供充電服務。

- Students can only use their devices during the lessons with teacher's supervision and their approval.

學生必須得到老師批准，並在老師的指導下，方可在課堂上使用平板電腦。

- Students are NOT allowed to use their devices when changing lessons, during recess or on the school bus / public transport.

學生在轉堂、小息、乘坐校車或公共交通工具期間，嚴禁使用平板電腦。

- Students are prohibited from using their devices for entertainment purposes. (e.g. listening to music, playing online games, watching videos unrelated to their studies etc.)

學生嚴禁把平板電腦作娛樂之用(如:聽歌、玩線上遊戲、觀看與學習無關的影片等)。

- Students are NOT allowed to use/access any social-networking websites (e.g. Facebook, Instagram, Snapchat, etc.) with their devices.

學生嚴禁利用平板電腦使用社交網絡的網頁(如: Facebook, Instagram, Snapchat)。

- Documents or content that are not suitable for persons under the age of 18 or violate the rules or regulations of Hong Kong should not be contained on the devices.

平板電腦不可載有未成年人士不宜觀看或違反香港任何法例或規例的任何檔案或內容。

- Students are NOT allowed to use their devices to take photos, record videos, and send or post photos/videos of others without their knowledge and consent.

未經他人知悉及同意，各學生不得使用其裝備拍攝、錄影、傳送或張貼他人的照片及錄像。

- Students are NOT allowed to send or post any photo, video or audio recording taken at school without permission.

未經校方准許，學生於任何時間均不得傳送或張貼在校內錄取的影像、錄像及音檔。

- Students must look after their devices carefully at all times. Students assume full responsibility for any loss, theft or damage. In addition, parents shall remind their children to use their devices with care.

學生須確保任何時間均妥善及安全保管其平板電腦，家長亦需提醒學生愛惜使用。若因大意遺失、遭盜竊或損毀，學生需自行承擔責任。

Disciplinary penalty may be imposed for any violation of the AUP, and/or the devices will be handed over to teachers for custody (Custody period: two weeks to one month).

若學生違規，其平板電腦將交由教師代為保管(保管期：兩星期至一個月)或紀律處分。