

# INTRODUCTION TO BYOD

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# REGULATIONS

## CCC Ming Kei College Regulations on "Bring Your Own Device" (BYOD)

1. Students can only bring authorized mobile device (the device) to school.
2. Authorized device specifications are as follows.

Operating system	iOS9 or above
Display size	9.7-inch (diagonal) or above, touch display
Capacity	64 GB or above
Wireless	Support WiFi
Battery life	At least 8 hours
3. The school will provide students with a WiFi network for learning purpose.
4. Students shall use the device for learning purpose only and shall comply with teachers' instructions.
5. The school will attach a label to students' device for identification.
6. The school will provide lockers for students. Students are solely responsible for taking care of, repairing and maintaining their devices, including:
  - i) Labelling the device for identification.
  - ii) Making sure the device is stable to use.
  - iii) Protecting the device from damage.
  - iv) Making sure the device is charged sufficiently.
7. The school shall not be held liable if students' device is stolen, damaged or lost.
8. The school is not obligated to provide hardware or technical support for the device.
9. Students must ensure the operating system and all software of the device hold legal and appropriate licenses.
10. Students must not connect any accessory with the device without the approval of the school.
11. Accessing, storing or sending any material that is offensive, obscene, pornographic, threatening, abusive or defamatory is strictly prohibited.
12. Students must not copy, send or forward any material protected without the permission of the copyright owner.
13. All text messaging, SMS or other instant message through the device is prohibited.
14. Students must not take photos or videos, broadcast live shows on the Internet, or post relevant photos or videos without permission.
15. Students shall use their personal login accounts and shall not share with others.
16. In case of any malicious destruction or theft of other students' devices, the culprit may receive punishment according to the school rules.
17. The school will collect students' device regularly for updating the system, installing required software or applications and remove unlicensed software or applications.
18. The school has the right to terminate several functions of the device without further notice.
19. Students' use of the Internet may be recorded and under investigation of any misuses.
20. The principal has the right to define what is meant by proper use and misuse of the device in school.

(Please put a ✓ in the box.)

- I hereby accept the regulations of the device and agree that my child/ward shall abide by these terms. I understand if my child/ward violates any of the term, he/she may result in punishment. I authorize the school to install required software and applications, remove unlicensed software and applications, install management systems, monitor the use of device and access data on the device.

Student Name	Class (No.)	Student ID card No.	Device Serial No.
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Parent guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 3 R's

- Restrictions
- Responsibility
- Respect

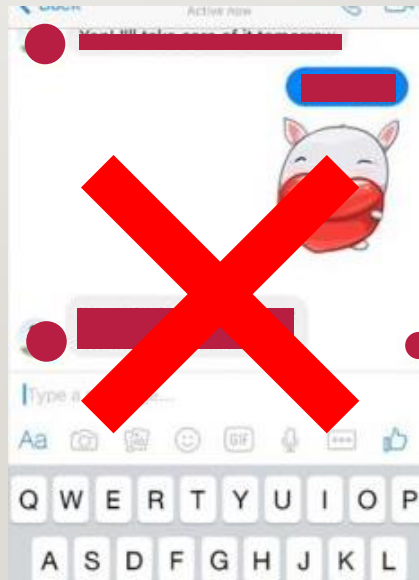
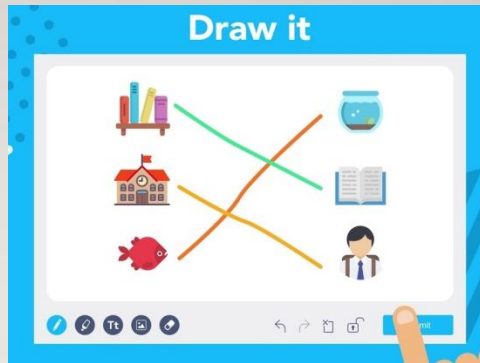
# RESTRICTIONS

- Can I bring any iPads to school?
  - No. You can only bring **authorized iPad** to school.



# RESTRICTIONS

- What can I do with the iPad?
  - Use it for **learning purpose** only.
  - You cannot use it for non-learning purpose such as playing games and sending instant messages.



# RESTRICTIONS

- When can I use the iPad at school?
  - During **lessons** when you are asked by a teacher
  - During **lunch time** and **after school**
  - You **cannot** use the iPad **during recess.**



# RESTRICTIONS

- Where can I use the iPad at school?
  - Your **own classroom** only
  - **Other** classrooms **with a teacher's permission**



# RESTRICTIONS

- Your iPads will **be collected regularly** for updates.



# RESTRICTIONS

- In case of any malicious destruction or theft of other students' devices, the culprit may receive punishment according to the school rules.





# RESPONSIBILITY

- You should bring the iPad to school **every day**.
- Lockers are provided in your classroom. You need to **prepare a lock** for locking your iPad.
- When you arrive at your classroom in the morning, you should first lock your iPad in your locker. You should take out your iPad when you are asked by a teacher.



# RESPONSIBILITY

- You must lock your iPad in the locker when the use of iPads is not required.
- The **monitor** and **monitress** of each class are responsible for **ensuring that your classmates have locked their iPads in the locker.**



# RESPONSIBILITY

- You need to
  - **label the iPad** for identification
  - make sure the iPad is **secure**
  - **protect** the iPad **from damage**
  - make sure the iPad is **charged sufficiently**



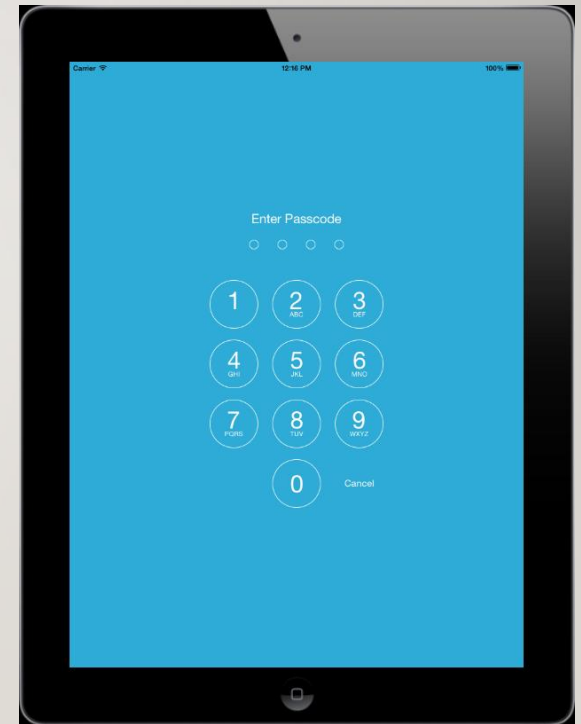
# RESPONSIBILITY

- You need to take your iPad home after school. **Do not leave your iPad at school.** Finish all e-assignments at home as required by teachers.
- You should take complete care and safety of your iPad at all time. **The school is not responsible for any loss or damage of your iPad.**



# RESPONSIBILITY

- You should set a passcode in your iPad and **do not share it** with anyone else.
- You should make good use of your iPad as instructed by your teacher in lessons.
- You should use your iPad to learn, search for information and ideas, create appropriate digital content and publish it in a respectful manner.



# RESPECT

- You must not take photos or videos, broadcast live shows on the internet, or post relevant photos or videos without permission.
- You must not copy, send or forward any protected material without the permission of the copyright owner.



# SUMMARY

- 3 R's – **Restrictions, Responsibility, Respect**
- **What you should do after you receive your iPad:**
  - Prepare a lock with key
  - Label your iPad with your name, class and class number
  - Set a passcode in your iPad
- **What you should do daily:**
  - Bring the key of your lock
  - Lock your iPad in the locker when the use of iPads is not required
  - Take it out when you are asked by a teacher
  - Take it home when you leave the school and finish all e-assignments
  - Charge the iPad sufficiently at home

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**THE END**

A wooden floor with vertical planks is visible at the bottom of the image.