



北角協同中學 Concordia Lutheran School - North Point

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Notice to Parents No: 2526/002

Guidelines and Rules for Applying to Bring and Use Personal Devices (Tablets)
(Secondary 1 and All Transfer Students)

2nd September 2025

Dear Parents/ Guardians

As learning modes evolve with the changing times, to equip students to adapt to the needs of society and cultivate a spirit of independent learning, the school is committed to promoting e-learning. Bring Your Own Device (tablet) is one of the important tools to assist students in learning. In order to enable students to use tablets correctly in a safe and regulated environment for more effective learning, the school has established guidelines for this purpose.

Students **must complete the application and bring their own device (tablet) back to school** on the 2025-2026 school year, undertaking to abide by the relevant usage guidelines. They must fill in this reply slip to apply to the school and promise to abide by the relevant usage rules. The guidelines are detailed below, and parents and students are required to read them carefully.

Please complete the reply slip and return it to the class teacher on or before **4th Sep 2025 (Thur)**. For enquiries, please contact Mr. Chiang Bryan Pak Weng at 2570 0331.

Yours faithfully

Mr. Lee Kin Lim Larry
Principal



<Reply Slip>

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(Secondary 1 and All Transfer Students)

(Please return this slip to the class teacher on or before 4th Sep 2025 (Thur))

Dear Principal

I and my child have acknowledged the above "Guidelines and Rules for Applying to Bring and Use Personal Devices (Tablets)." My child will be bringing and using a personal tablet during this academic year.

☐ **Will** bring a personal tablet to school and commit to abide by the above rules and cooperate with the school. I will also pay **\$72** for the installation of MDM.

Brand: ☐ Apple

Model: _____ (Model must be Apple A11 chip or above)

Stylus Pen: ☐ Yes ☐ No

☐ **Will** apply for "Quality Education Fund e-Learning Funding Programme—Provision of Mobile Computer Devices and Internet Services Support" through school.

Students who meet the following criteria

- (i) Receiving the Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department;
- (ii) Receiving full grant/half grant of the School Textbook Assistance Scheme (STAS) from the Student Finance Office; or
- (iii) Limited economic means identified by schools.

☐ **Will** buy a tablet through school (Reference price for last year: Appendix 1) and commit to abide by the above rules and cooperate with the school. I will also pay for the installation of MDM.

(Reference: The annual fee for last year is \$72).

(Please tick the appropriate box)

Name of student: _____ Class: ____ ()

Name of parent / guardian: _____

Signature of parent / guardian: _____

Contact number of parent / guardian: _____

Contact number of student: _____

Date: _____



Guidelines and Rules for Bringing and Using Tablets

These guidelines and rules outline the regulations for students using tablets at this school. Parents or guardians are requested to carefully read this before their child uses a tablet and its accessories for learning on the school premises.

1. Devices used at the school **must be supervised by the MDM system**. (Note: MDM is a Mobile Device Management system that oversees all iPads within the school). The system administrator will install applications on the device, reset the device password, and have the authority to disable and restore device functionalities. If necessary, the system administrator may access information within the device (such as applications, app usage, battery statistics, etc.), which can be used as a basis for disciplinary actions.
2. The school will affix labels with student information on the back of the devices and protective cases. Students are not permitted to cover, delete, or modify the labels. If a label is damaged or lost, students should promptly contact a teacher for a replacement. Using a device without a label on campus will be subject to school regulations.
3. When using tablets at the school, students must refrain from engaging in activities unrelated to learning. Students must adhere to the guidance and requests of the school staff, including pausing tablet use, displaying the authentication login screen, and shutting down the tablet.
4. Tablets should not be used for entertainment or casual web browsing during breaks, lunch periods, or after school hours.
5. Before entering the school premises, students must ensure that their devices are on silent mode. Students should seek permission from teachers to play, listen to, or watch music, videos, and photos related to the class within the school grounds, maintaining volume levels that do not disturb others. Additionally, students are not permitted to use earphones to connect to the tablet without teacher permission.
6. Students must use the school's wireless network and are not permitted to use personal mobile networks (e.g., 2G/3G/4G).
7. Students are not allowed to lend their devices to others for use.
8. Students must ensure that their personally owned devices are fully charged before coming to school.
9. Students must not engage in any inappropriate behaviours while using tablets, such as:
 - Accessing network resources (e.g., computer room folders) using the tablet.
 - Storing any indecent or violent content, or any files or content that violate Hong Kong laws or regulations.
 - Students are not allowed to use their devices to capture, record, transmit, or post photos and videos of others without permission.
 - Without school authorization, students are not permitted to transmit or post images, videos, and audio recordings taken on school grounds at any time.

- Accessing or attempting to access inappropriate information using the tablet.
 - Engaging in inappropriate communication with others and/or communicating with others at inappropriate times.
10. If a student is found to be violating any provisions of this guideline, policies, or school regulations while using a tablet, disciplinary action will be taken in accordance with school rules. The school may temporarily hold the student's tablet and notify parents to retrieve it when necessary. The school may also conduct random inspections as needed to ensure students comply with the guidelines and rules for carrying and using personally owned devices (tablets).
 11. Students who repeatedly violate the guidelines will face escalated disciplinary actions or may lose the privilege to use personally owned devices for learning.
 12. The school network will filter the content students can access on the internet. However, some inappropriate content may still bypass the filter and be viewed by students. If discovered, students must report it to a teacher. Students are accountable for any deliberate attempts to bypass the school network or content filters.
 13. Students should use protective cases for electronic devices and handle them with care to prevent damage.
 14. Students are responsible for the safekeeping of their devices. The school is not liable for any theft, loss, or accidental damage of devices. Parents and students are responsible for arranging and covering the costs of maintenance, repairs, replacements, or refurbishments.
 15. It is recommended that parents check their child's device daily to support their learning. Parents should review the applications and content on the device daily. / Students must allow parents to inspect their devices daily and log into the student's learning account for parental review.
 16. If parents notice signs of addiction or potential inappropriate behavior when their child is using any electronic device, they should immediately report it to the class teacher. The school will provide support and guidance to parents and students.
 17. The School provides an iPad borrowing service for students who forget to bring their iPad or forget to charge it. Students must visit the school office between 7:45 and 8:00 in the morning to complete the borrowing procedure and return the iPad to their class teacher at the end of the school day. During the borrowing period, students are responsible for the proper care of the borrowed iPad and will be liable for any damages they cause.
 18. The application period for carrying and using personally owned devices (tablets) is for one academic year, and students must reapply each year.
 19. The school reserves the right to revise these guidelines at any time, and students are required to comply with the latest version of the guidelines as announced.

Appendix 1

(1) Item No.	(2) Details/ Specification of Items	(3) Qty	(4) Price
1)	Mobile Computer Device • Processor ◦ Apple A16 chip with 64-bit architecture or above • Display ◦ 10.9-inch Liquid Retina LED-backlit Multi-Touch display with IPS technology or above ◦ 2360-by-1640-pixel resolution at 264 ppi ◦ 500 nits brightness ◦ True Tone technology ◦ Fingerprint-resistant coating ◦ Supports Apple Pencil (USB-C and 1st Gen via adapter) • Internal Storage ◦ At least 128GB • Wireless Connectivity ◦ Supports Wi-Fi 6 (802.11ax) with 2x2 MIMO ◦ Bluetooth 5.3 • Camera ◦ Front and rear camera ◦ Supports video recording • Audio Port ◦ Stereo speaker and microphone • Others ◦ Preloaded with iPadOS ◦ Bundled with all necessary cables	1	\$2573
2)	Warranty Requirements • The warranty period shall be up to 36 months inclusive of at least 12-month free warranty period. The warranty shall include labor and parts for the proposed mobile computer device.	1	\$643
3)	Screen Shield Features • Clear and anti-glare • Protects the device against scratches • Compatible with the proposed mobile computer device • Free service for attaching screen shield to the device	1	\$50
4)	Protective Cover Features: • Protection: ◦ Protects the front of the device. • Compatibility: ◦ Compatible with the proposed mobile computer device. • Sleep Mode: ◦ Automatically enters sleep mode when the device is covered.	1	\$50

	• Adjustability: ○ Can be folded to adjust the angle of placing the device (including upright). • Secure Fit: ○ Securely wraps the mobile device with four sides. • Additional Slot: ○ Contains a slot for a Digital Pen.		
5)	Mobile Device Management (MDM) System • Administrative Console ○ Register and de-register devices. ○ Display real-time device statuses, including device serial number, battery life, connectivity, and OS version. ○ Create device groups for assignment. ○ Define standardized settings in device policy. • Manage Apps ○ Automatic app installation and un-installation. ○ Allow app installation for a batch of devices. ○ Automatically keep apps up-to-date. • Manage Settings ○ Enable or disable device restrictions, including apps installation, camera, screen capture, passcode, encrypted backup, software updates, auto-lock, erase data, app notifications, and location tracking. ○ Allow or disallow app removal. ○ Show or hide apps. • Security ○ Enforce minimum OS version. ○ Blacklist or whitelist applications. ○ Passcode lock. ○ Detect compromised devices. • Compatibility ○ Compatible with the proposed mobile computer device.	1	1 year: \$72
6)	Stylus Pen Features: • Allows you to write and draw on a touch screen. • Built-in electronic pressure sensors that detect at least 1024 levels of pressure. • Palm rejection technology enables your hand to rest on the display screen without making unwanted marks. • Compatible with the proposed mobile computer device. • USB-C connector. • One-year warranty guarantee.	1	\$533
		Total Price	\$3921