

國民學校  
KWOK MAN SCHOOL

Circular 39/22  
(For the whole school)

Telephone : 29810432  
Fax : 29816345



Address : 30 Kwok Man Road, Cheung Chau

Dear Parents/Guardians:

Tablet Lending Scheme for Online Learning

In view of the pandemic, there is an increasing need for remote and online learning. We understand that some students do not have a suitable online learning device to be used at home. To support their learning progress, our school will provide learning tablets to students for free. The details are as follows:

Target	Students from Kwok Man School (per family) with the following conditions will be considered first. 1. Students receiving grants under Comprehensive Social Security Assistance (CSSA) Scheme or 2. Students receiving full grant /half grant under the School Textbook Assistance (TA) Scheme from the Student Finance Office (SFO) or 3. P1 students
Lending period	From the day the device is given to 14 <sup>th</sup> July, 2023
Fees	Free
Procedures for the application	Eligible candidates must return the reply slip on or before 16 <sup>th</sup> September; successful applicants will receive a confirmation text message from our school to get their device at our school hall.

All applicants must comply with the regulations listed on the next page.



Mr. Yung Chi Ming (Supervisor)  
Ms. Kwok Yuen Ki (Principal)

9<sup>th</sup> September, 2022

Tablet Lending Scheme 【Reply Slip】

Circular 39/22  
(For the whole school)

Dear Principal :

I am the parent of \_\_\_\_\_ from Class \_\_\_\_\_ ,

I  need to borrow a tablet for online learning. I receive  full grant/  half grant/  don't have a grant/  others: \_\_\_\_\_.

I don't need to borrow a tablet for online learning.

Parent's signature : \_\_\_\_\_

Please tick ✓ the appropriate box.

## Regulations for Borrowing Tablets

These regulations apply to the borrowers including students, parents and guardians. Parents/guardians should read and keep a copy the following regulations before loaning a tablet.

1. The tablets we lend are used for online/remote learning at home only. Please use the tablet to finish all the assignments and activities assigned by teachers.
2. Borrowers must not change/delete the settings of the device.
3. Borrowers must not download any unauthorized/ inappropriate applications onto the device.
4. Mobile Device Management (MDM) is installed in this device to record all the information of the device. Please do not use this device to process any sensitive information including social media accounts, bank accounts, personal email etc. Our school will not be responsible for any information leakage stemming from this device.
5. Borrower must charge the device regularly to ensure sufficient power for learning.
6. Borrowers must keep the device safe at all times.
7. Please contact the school immediately for any damage of the device that happens during the lending period. Parents/guardians will be liable for the loss.
8. Please contact the school immediately if you lose the device. Parents/guardians will be liable for the loss if they are not found.
9. Please log out from all the systems/websites/accounts on the device before it is returned.
10. All the information on the device will be deleted after it is returned. Please back up the information somewhere else if necessary.
11. Borrowers must return the device in person on the first day of the resumption of school or on the designated date.
12. For any violation of the regulations, our school will preserve the right to stop lending the device, seek disciplinary proceedings and all remedies available.