



裘錦秋中學(屯門)
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk> 電話 Tel.: (852)-2461 1555 傳真 Fax: (852)-2464 6161 電郵 E-mail: mail@jcctm.edu.hk

家長通告 2025-2026/128
學生申請攜帶或借用平板電腦(第二期)

敬啟者：

為提升學習效能及促進自主學習，同學現可申請攜帶已登記的平板電腦或借用平板電腦於學校進行學習活動。

附件的「可接受使用政策」旨在確保同學在校園內正確使用電子工具、互聯網絡及通訊，培養同學成為負責任的數碼公民。

因此，家長及同學必須詳閱學校「可接受使用政策」(附件)、明白其規定及限制、了解訂立政策的目的及違反政策所帶來的後果。現特奉函 台端，敬請查照。請於十一月四日（星期二）或以前回覆此通告。

請 貴家長與校方保持緊密溝通，加強家校合作，共同培育孩子的學習和成長。如有查詢，可致電 2461 1555 與麥斐主任聯絡。

此致
貴家長

裘錦秋中學(屯門)

陳月平校長謹啟

二零二五年十月二十八日



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學生攜帶平板電腦回校之「可接受使用政策」

1. 引言：

「可接受使用政策」旨在讓學生可以在一個安全及有規範的環境下正確使用平板電腦，防止不合法、不負責任、不符合倫理規範或破壞性的網路活動發生。家長及學生必須詳閱學校「可接受使用政策」和明白其規定及限制，了解違反政策所帶來的後果。家長及學生必須同意本政策，並簽署同意書後，方可於校內使用平板電腦。

2. 協議

此「可接受使用政策」須由家長／監護人、學生及學校三方持分者共合協議，使政策取得最大成效。

家長／監護人

- 本人作為本校學生的家長／監護人，已詳閱和同意遵守本校使用平板電腦的「可接受使用政策」。
- 允許子女使用互聯網及本校的電腦系統。將與子女討論條文及保證他們明白政策及本校校規對使用互聯網的重要。

學生

- 已詳閱學校使用電子工具的「可接受使用政策」和明白其規定及限制。
- 承諾只在與課程相關活動及上課時在老師的准許下使用平板電腦。
- 承諾使用學校的電腦系統及互聯網時，遵守「可接受使用政策」。

學校

- 為協助學生正確使用互聯網技術，提供受到互聯網過濾軟件保護的有效及高速的互聯網連接。
- 引導學生如何安全地、正確地及負責任地使用平板電腦和互聯網。

3. 「可接受使用政策」

政策加強學生保管、用電、使用及資訊素養各方面的知識。

保管

- 每部透過學校購買的平板電腦已登記於學校的流動裝置管理系統（MDM）內，如學生發現裝置上的設定出現問題，須立即聯絡學校「資訊科技支援組」處理。
- 如學生被發現於學校內使用未有登記的裝置，學校將通知家長親自取回有關裝置。
- 學生須妥善保管裝置，不使用時應放於已上鎖的儲物櫃內，若學生的自攜裝置有任何損失、損壞或被偷竊，學校未能承擔任何責任。
- 學生應自行保管其平板電腦，學校強烈建議學生必須為其裝置購置保護套作保護之用。

用電

- 學生須自行負責平板電腦電池的維護和充電。
- 為確保學習效能，學生需要每天回校前將其平板電腦之電池充滿。



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使用守則

- 學生於課堂時間內，只可在老師的監督下，使用學校認可及批准的裝置。
- 於非課堂時間，學生只可在老師許可下，使用其裝置作學習用途。
- 學生只可使用學校認可的應用程式。
- 所有應用程式必須由學校的「資訊科技支援組」核准後才可安裝。
- 學生只能在老師的允許下，於學校使用電郵或其他通訊軟件。
- 學生必須使用學校的無線網絡（Wi-Fi），不可使用個人電訊網絡（如：3G/4G/5G）。
- 學校保留審查學生瀏覽不屬於教育網站的權利。
- 學生只能在老師批准下開啟音頻檔案，並應保持適當的音量。
- 學生必須遵守版權法。
- 學生不可下載任何遊戲或非教學程式。
- 未經老師的許可，學生不可錄影、錄音或拍照。
- 學生不可出版、瀏覽或分發非法資料，包括以下內容：騷擾、跟踪、恐嚇、威脅、人身攻擊、淫穢、褻瀆及粗俗語言。
- 學生不應與其他人分享個人的用戶名稱和密碼。
- 學生不可非法改裝個人的平板電腦。
- 學生不應登入他人的電子文件、電子郵件及其他電子通訊戶口。

資訊過濾及裝置管理

- 學校會透過防火牆及流動裝置管理系統（MDM），過濾學生透過裝置從互聯網所取得的資訊。然而，於某些特殊情況下，學生可能從互聯網上取得未能過濾的不當資訊。
- 如學生遇到以上情況，應立即通知老師或學校資訊科技人員。
- 於學校內使用無線網絡，學生的互聯網瀏覽紀錄會被儲存以用作網絡保安之用。
- 所有於學校使用的裝置必須先經學校「資訊科技支援組」登記，方可於校內使用。
- 學校「資訊科技支援組」會定期為每部已登記的平板電腦進行系統更新及維護。

4. 違反守則的懲處

- 學生如違反本守則，將有機會面對校內懲處包括口頭警告、扣分、警告信及被暫時禁止攜帶裝置回校等。
- 若學生被發現於校內瀏覽不當資訊而未有通知老師，學校保留處分該學生的權利。
- 如學校有合理原因相信學生已違反本守則或校規，學校有權檢查或暫時沒收學生的裝置。
- 根據不同的違規情況，學校保留向學生採取不同懲處的權利。

5. 使用宣言

作為學生，我已閱讀及明白此自攜平板電腦計劃學生「可接受使用政策」。我將遵守此守則並明白若我違反守則，我將面對失去使用學校無線網絡及/或攜帶裝置回校的權利，並可能面對其他的懲處。



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Parents Circular 2025-2026/128
Student Application for Bringing or Borrowing Tablet Computers(2nd Phase)

Dear Parents,

To enhance learning effectiveness and promote self-directed learning, students may now apply to bring their registered tablet computers or borrow school-owned tablets for use in learning activities at school.

The attached "Acceptable Use Policy" aims to ensure that students use electronic tools, the internet, and communications responsibly on campus, helping them become responsible digital citizens.

Therefore, both parents and students must carefully read the school's "Acceptable Use Policy" (see attachment), understand its rules and limitations, and be aware of the purpose of the policy and the consequences of violating it. This notice is issued for your reference. Please kindly respond to this notice by **Tuesday, November 4**.

We encourage parents to maintain close communication with the school to strengthen home-school cooperation and support students' learning and growth. For any inquiries, please contact Mr. Mak Fei at 2461 1555.

Yours sincerely,

Chan Yuet Ping
Principal

October 28, 2025



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Acceptable Use Policy for Students Bringing Tablet Computers to School

1. Introduction

The "Acceptable Use Policy" aims to provide a safe and regulated environment for students to use tablet computers appropriately, preventing illegal, irresponsible, unethical, or disruptive online activities. Parents and students must read the school's "Acceptable Use Policy," understand its rules and limitations, and be aware of the consequences of violation. Parents and students must agree to this policy and sign a consent form before using tablet computers on campus.

2. Agreement

This "Acceptable Use Policy" requires a tripartite agreement among parents/guardians, students, and the school to maximize its effectiveness.

Parent/Guardian

- As a parent/guardian of a student at this school, I have read and agree to comply with the school's "Acceptable Use Policy" for tablet computers.
- I permit my child to use the internet and the school's computer systems. I will discuss the policy with my child and ensure they understand its importance alongside school regulations.

Student

- I have read the school's "Acceptable Use Policy" for electronic tools and understand its rules and limitations.
- I pledge to use the tablet computer only for curriculum-related activities and during classes with the teacher's permission.
- I promise to abide by the "Acceptable Use Policy" when using the school's computer systems and the internet.

School

- To assist students in using internet technology correctly, the school will provide a high-speed internet connection protected by internet filtering software.
- The school will guide students on how to use tablet computers and the internet safely, appropriately, and responsibly.



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3. Acceptable Use Policy

- The policy strengthens students' knowledge in device care, power management, usage, and information literacy.

Device Care

- All tablet computers purchased through the school are registered in the school's Mobile Device Management (MDM) system. If students encounter issues with device settings, they must immediately contact the school's IT Support Team.
- If a student is found using an unregistered device at school, the school will notify the parent to retrieve the device in person.
- Students must properly store their devices. When not in use, devices should be kept in a locked locker. The school is not responsible for any loss, damage, or theft of personally owned devices.
- Students are responsible for their own tablet computers. The school strongly recommends that students purchase protective cases for their devices.

Power Management

- Students are responsible for maintaining and charging their tablet computer batteries.
- To ensure learning effectiveness, students must fully charge their tablet computer batteries before returning to school each day.

Usage Guidelines

- During class hours, students may only use school-approved devices under teacher supervision.
- During non-class hours, students may only use their devices for learning purposes with teacher permission.
- Students may only use school-approved applications.
- All applications must be approved by the school's IT Support Team before installation.
- Students may only use email or other communication software at school with teacher permission.



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- Students must use the school's Wi-Fi network and may not use personal cellular networks (e.g., 3G/4G/5G).
- The school reserves the right to review students' browsing of non-educational websites.
- Students may only play audio files with teacher approval and must maintain an appropriate volume.
- Students must comply with copyright laws.
- Students may not download any games or non-educational programs.
- Without teacher permission, students may not record videos, audio, or take photos.
- Students may not publish, browse, or distribute illegal materials, including content involving harassment, stalking, intimidation, threats, personal attacks, obscenity, profanity, or vulgar language.
- Students should not share their usernames and passwords with others.
- Students may not illegally modify their tablet computers.
- Students should not access others' electronic files, emails, or other communication accounts.

Information Filtering and Device Management

- The school will use firewalls and the Mobile Device Management (MDM) system to filter information accessed by students via the internet. However, in certain exceptional cases, students may encounter inappropriate content that could not be filtered.
- If students encounter such content, they should immediately notify a teacher or the school's IT staff.
- When using the school's Wi-Fi network, students' internet browsing history will be stored for network security purposes.
- All devices used at school must be registered with the school's IT Support Team before use on campus.
- The school's IT Support Team will regularly update and maintain each registered tablet computer.

4. Consequences for Violating the Policy

- Students who violate this policy may face disciplinary actions, including verbal warnings, demerits, warning letters, and temporary suspension of the right to bring devices to school.



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- If a student is found viewing inappropriate content at school without notifying a teacher, the school reserves the right to take disciplinary action.
- If the school has reasonable grounds to believe a student has violated this policy or school rules, the school has the right to inspect or temporarily confiscate the student's device.
- Depending on the severity of the violation, the school reserves the right to impose appropriate disciplinary measures.

5. Declaration of Use

- As a student, I have read and understood the "Acceptable Use Policy" for the Bring Your Own Device (BYOD) Tablet Program. I will abide by this policy and understand that if I violate it, I may lose the privilege of using the school's Wi-Fi network and/or bringing my device to school, and may face other disciplinary actions.