



CREATIVE SECONDARY SCHOOL
啓思中學

Aug 2019 Edition

CSS Technology Responsible Use Policy & Agreement

啓思中學負責任使用科技之政策及協議

Overview

The internet access, email account and cloud storage provided by CSS are for **educational purposes** only and must be used with this in mind. By signing this policy and agreement, you confirm your understanding and acceptance of this. Failure to follow the guidelines set out in this document may result in a restriction of network usage rights.

Students and staff may bring devices to school that allow access to other mobile internet networks. Whilst these devices are in school, usage of these networks must also be in accordance with the following guidelines on network usage.

簡介

由啓思中學提供的網絡存取、電郵信箱和雲端儲存僅供**教育用途**，使用時必須注意。簽訂此政策及協議

即表示你確認理解和接受上述的政策和協議。如你未能跟從此文件所訂列的指示，可能你使用網絡的權

利會受到限制。

學生和職員可以攜帶能進入其他的手提電話互聯網網絡的電子裝置回校。當你在校使用這些裝置時，必

須遵從以下網絡使用的指引使用這些網絡。

Guidelines on network usage

網絡使用指引

- **Social media** - Users may use social media and related applications sensibly, but this usage must not interfere with school work. During lessons, social media and related applications may only be used with a teacher's permission.
- **社交媒體**—用戶應明智地用社交媒體和相關的應用程式，而使用時不可妨礙課業。於課堂時，只可在老師批准下方可使用社交媒體和相關的應用程式。
- **Inappropriate content** - Users must not access websites or online material that is age restricted, illegal or is likely to cause offence. Users must not bring to school inappropriate content or use the school network to store or distribute such content.
- **不當內容**—用戶不可瀏覽有年齡限制、非法或可能引起冒犯的網站或網上資料。用戶不可攜帶不恰當的內容或使用學校的網絡儲存或發放這些內容。
- **Cyberbullying** - Users must not use the school network to attack, threaten or intimidate another user.
- **網絡欺凌** - 用戶不可使用學校網絡攻擊、威脅或恐嚇其他用戶。
- **Copyright and intellectual property** - CSS respects copyright and intellectual property. Users are not to bring to school, store or distribute material that breaches copyright (for example pirated software).
- **版權和知識產權** — 啓思中學尊重版權和知識產權。用戶不可攜帶侵犯版權的材料（例如盜版軟件）回校、儲存或分發。

- **Filters and firewalls** - Users must not attempt to bypass school filters and firewalls, which are set up to protect us all from internet threats.
- **過濾器 and 防火牆** — 用戶不可試圖繞過學校的過濾器和防火牆，這些過濾器和防火牆是為了保護所有人免受互聯網威脅而設置的。
- **Bandwidth consumption** - Users are expected to conserve our bandwidth. Users must not play online games, use streaming media services (e.g. Netflix), or file-sharing services that may create significant network traffic and slow down the service for other users.
- **寬頻消耗** — 用戶需要節制地使用學校的寬頻上網。用戶不可玩網上遊戲、使用串流媒體服務（例如Netflix）或文件共享服務，因這些服務可能會產生大量的網絡流量以及減慢其他用戶服務的速度。
- **Viruses, malware and spyware** - If a user suspects their laptop has been infected by viruses, malware or spyware, they must contact CSS ICT personnel immediately to have it checked as this could pose a risk to your network and other users.
- **病毒、惡意軟件和間諜軟件** — 如用戶懷疑他們的手提電腦已被病毒、惡意軟件或間諜軟件感染，他們必須立即聯繫啓思中學的電腦管理人員進行檢查，因為這可能會令你的網絡和其他用戶構成風險。
- **Hawking** - The CSS network is designed for educational use only and, as such, users may not run a business or seek to make profit using the school network unless it is part of an approved school activity.

- **商業營運** — 啓思中學的網絡僅供教育用途，因此，除非是經批准的學校活動，否則用戶不可經營商業或透過使用學校網絡謀取利潤。
- Everything posted online leaves a digital footprint that is virtually impossible to erase. Network users must think carefully before posting or sharing material online and be confident to share all posts with parents and teachers.
- 所有放在網上的內容都會留下了數碼足跡，實際上無法抹去。網絡用戶在發布或於網上共享資料前必須仔細考慮，並在有信心下才與家長和老師分享所有帖文。

Guidelines on mobile digital device usage

使用流動數碼裝置的指引

Overview

The appropriate and acceptable use of Mobile Digital Devices (as defined below) can be understood broadly as those usages which result in and support positive social and educational outcomes for students.

The purpose of the Mobile Digital Devices Policy (MDDP/MDD) is to allow students to benefit educationally from communication technologies whilst promoting safe and appropriate practice through establishing clear and robust acceptable user guidelines appropriate to a school environment.

概覽

適當和可接受的流動數碼裝置的用途（定義如下），可以廣義地理解為促使和支援學生正面的社會和教育成果的一些用途。

流動數碼裝置政策 (MDDP / MDD) 旨在讓學生透過通信技術於教育上獲得裨益，同時通過建立明確全面而可接受、適合學校環境的用戶指引，以促進安全和適當的使用方式。

Aim

To promote and educate students on the responsible use of communication technologies at school and at home.

目標

促進和教育學生在學校和家中負責任地使用通信科技。

The procedures in this policy apply equally to the use of digital devices such as mobile phones, tablets, laptops, music players, video or still cameras, headphones, earphones and similar devices, not excluding desktop computers and non-mobile devices.

本政策中的**程序**同時適用於使用數碼裝置，如手提電話、平板電腦、手提電腦、音樂播放器、視像或照相機、耳筒、耳機和同類的設備，亦包括桌面電腦和非流動裝置。

1.1 All students have a responsibility to follow this policy.

1.1 所有學生均有責任遵守此政策。

1.2 Students and parents must be aware that MDDs are brought to school at the owners risk. The owner of the MDD has full responsibility for the safety and security of their personal possessions while on school premises, at school related events, or travelling to or from school.

The school will not accept any responsibility for loss of or damage to a student's MDD. The school may assist with the recovery of any lost or stolen device.

1.2 學生和家長必須意識到，用家須個人承擔攜帶MDD回校的風險。MDD的用家須對於在校園內、相關的學校活動及往返學校期間攜帶其個人財產的安全和保障負上所有責任。學校對學生遺失或損毀其MDD並不會承擔任何責任。學校或會於學生遺失或裝置被盜取時提供協助。

1.3 If a MDD is found on school grounds (or at a school event) it should be given to a member of staff or handed into the front office. The device can be collected from the front office by the owner.

1.3 如在校園（或學校活動）發現MDD，應將其交予教職員或校務處，以便物主向校務處取回該物品。

1.4 The owner of the MDD is responsible if anyone other than owner accesses the content of their MDD without permission.

1.4 MDD的物主須對其MDD裝置內的內容於未經批准下讓他人取得而負上責任。

1.5 It is strongly recommended that a passcode be used on a MDD. This will deny access to anyone who is unauthorised to use that device.

1.5 強烈建議在MDD裝置上加裝密碼，以免他人擅自使用該裝置。

1.6 It is strongly recommended that all MDDs have the location identification/tracking function and /or application installed/enabled.

1.6 強烈建議在所有MDD裝置上加設定位 / 追蹤功能和 / 或安裝 / 授權應用程式。

2.1a Acceptable use of Mobile Digital Devices on Campus在校合理使用流動數碼裝置

When students are: 當學生:

- In Playgrounds and Corridors 在操場和走廊

Before 0820 and during Snack Break & Lunchtimes: 於早上8時20分前和於小息和午膳時間 :

間 :

a. *Briefly* checking the time, date, diary or calendar. 簡單翻查時間、日期、日曆或行事曆。

NB - For Health and Safety Purposes MDDs may not be used in stairwells at any time.

NB - 基於健康和安全管理理由，任何時候都不應於樓梯或天井使用流動數碼裝置。

- In designated MDD usage Zones ONLY 僅於指定流動數碼裝置範圍

During Snack Break & Lunch times 於小息和午膳時間

b. Viewing educationally appropriate and relevant content. 瀏覽合適和相關的教育內容。

c. Using educationally appropriate and relevant apps. 使用合適和與教育相關的應用程式。

After 3:30 pm (when a student is not taking part in a supervised catch up lesson, other class or CCA,

AND is outdoors on the ground floor) **mobile digital devices may be used for:** 於3時30分後 (當學生

不是參與有人看管的課堂、其他課堂或課外活動，以及於地下操場的戶外地方) 流動數碼裝置可以用

於 :

a. *Briefly* checking the time, date, diary or calendar.

簡單翻查時間、日期、日曆或行事曆。

NB - For Health and Safety Purposes MDDs may not be used in stairwells at any time.

基於健康和安全管理理由，任何時候都不應於樓梯或天井使用流動數碼裝置。

b. information retrieval/research and for school assignments in the library
在圖書館檢索 / 調查資料和做學校功課

c. If needing to call a parent/guardian then permission is needed from a teacher.
如需要聯絡家長 / 監護人，需要獲得老師批准。

2.1b Unacceptable use of Mobile Digital Devices不能接受之使用流動數碼裝置的情況

Anytime / Anywhere無論何時 / 無論何地

a. Using a mobile device while being spoken to by a member of the school community
與學校社群成員談話時使用流動裝置

b. Using head/earphones and/or the device's built-in or supplementary external speakers
使用耳機及 / 或附內置或附加的外置擴音器之裝置

c. Bullying or harassing of anyone inside or outside of the school
於校內或校外欺凌或騷擾任何人

d. Taking photos or video without staff supervision/permission
在沒有教職員看管 / 批准下拍照或拍片

e. Making or receiving phone calls unless supervised/authorised by a staff member
於沒有教職員看管 / 批准下打出或接收電話

f. Accessing, distributing or showing inappropriate or illegal material
接觸、發放或展示不恰當或非法的材料

g. Use that is in breach of any law.
違反任何法律下使用流動裝置

NB

Photographs or videos are not to be taken anywhere in the school unless it's under the direct supervision of a teacher. Taking photographs or videos of people at school without their approval is an offence. 除非有教師的直接看管，否則不可在校內任何地方拍照或錄影。未經他人批准而在學校拍攝其照片或錄影是違法行為。

2.2. Students and staff have a responsibility to inform the appropriate staff member (e.g. Head of School) if any students or staff are using mobile devices for the purpose of bullying or accessing inappropriate material. 如任何學生或職員利用流動裝置進行欺凌或接觸不恰當的材料，學生和教職員有責任通知相關的教職員（如級別主任）。

2.3. Staff members have the right to ask a student to show the content being accessed on a phone if they believe it is inappropriate. This is to be done in the direct presence of the student. 當教職員相信電話中有不恰當的材料時，他們有權要求學生展示電話內的內容，但需要在該生面前進行。

When Students are in Class 當學生在課堂內

3.1 In this policy a “class” is defined as ‘when directed learning or educational activity, including independent study and CCAs, is occurring anywhere on or off campus.’ 此項政策中，「課堂」是指「於校內或校外任何地方進行經指導的學習或教育活動，包括獨立的學習和課外活動」。

This happens in: general classrooms, specialist classrooms, the school library, study rooms, designated MDD zones, school halls and meeting places, offices, medical rooms, changing rooms, play and sports grounds on or off campus, and when in transport for any school activity.

這種情況發生在：一般的教室、專科教室、學校圖書館、自修室、指定的流動數碼裝置區域、學校禮堂和會議地方、辦公室、醫療室、更衣室、校內外的遊樂場和運動場，以及於任何學校活動時的交通時間。

This happens during: timetabled lessons and CCAs of any sort on campus or off campus, including field trips, swimming/sports carnivals, camp activities, excursions and school trips.

這種情況發生於：在校內或校外有規劃時間表的課堂和任何形式的課外活動，包括考察團、游泳 / 運動會、宿營活動、遊學團和學校旅行。

3.2 Students have a responsibility to be committed to their own learning, to not interfere with the learning of others, and to support a safe learning environment where all can achieve. MDDs are not to be the cause of distraction in class. 學生有責任投入其個人學習，不會妨礙他人的學業，以及支援一個所有人都可以實現的安全學習環境。流動數碼裝置不是造成在課堂分心的原因。

3.3 Students may use a MDD in class only with the direct permission of the staff member responsible for that class.

學生只可以於獲得有關課堂的教職員的批准下方可使用流動數碼裝置。

Examples of appropriate use of a mobile digital device with teacher permission include: 在教師批准下
恰當使用流動數碼裝置的例子包括：

- a) Completing internet research 完成互動網研究
- b) Using educational apps including calculators, stopwatch, thesaurus etc 使用教育應用程式包括計算機、秒表、詞典等

c) Taking or viewing photos or video within the context of the learning 於學習的情況下拍照、瀏

覽相片或錄影片段

d) Reading digital books in class 於課堂閱讀數碼書籍

3.4 Students are to understand that different teachers may allow differing use of a MDD in a class. This may be due to learning outcomes, classroom structure or safety concerns. Students are to abide by the teacher directions relating to the use of MDD in the class. 學生須理解不同的教師或許會於在課堂有不同使用流動數碼裝置的用途。這或許是建基於學習成果、課堂結構或安全考慮。學生需遵守教師的課堂使用數碼流動裝置的相關指引。

3.5 Staff are to ensure that technology is only being used in classes as a programmed part of a carefully developed program of study which caters for the needs of students. 教職員須確保在課堂使用科技僅是學業課程精心編排的一部分，以滿足學生的需要。

3.6 Students are not to accept or make phone calls or messages during class. If an emergency exists, parents should talk to the Deputy Head of School or school office to make arrangements.

學生不可於上課期間接聽電話、打電話或收發訊息。如情況緊急，家長須與副級主任或校務處聯絡，以作安排。

3.7 Students are not allowed to use headphones/earphones unless permitted by the teacher in charge. 除非得到負責教師允許，否則不可在學校使用耳機 / 耳筒。

3.8 Staff have the right to request students place their Mobile Digital Devices in a suitable repository in the classroom during lessons.教職員有權要求學生於課堂期間將其流動數碼裝置放在課室內合適的存放處。

Appendix 1附件1

Student CSS Technology Responsible Use Policy Agreement

學生於啓思中學負責任使用科技之政策及協議

As a student, I have read and understand the **CSS Technology Responsible Use Policy**. I will abide by the **CSS Technology Responsible Use Policy** and I understand that any violation of it may result in consequences in line with CSS Restorative Practices policies as outlined in our Behavioural Triangle. 作為學生，我已閱讀及理解啓思中學負責任使用科技之政策及協議。我會遵守啓思中學負責任使用科技之政策及協議，並理解如違反任何政策及協議，都可能導致學校行為三角形中所概述的「啓思中學復和公義政策」的後果。

As a parent, I have read and understand the **CSS Technology Responsible Use Policy**. I understand that my child will be responsible for abiding by the policy.

作為家長，我已閱讀及理解啓思中學負責任使用科技之政策及協議。我的子女有責任遵守這項政策。

Name of Student: 學生姓名 : _____

Student No: 學號 : _____

Student Signature: 學生簽署 : _____

Date: 日期 : _____

Name of Parent/Guardian: 家長 / 監護人姓名 : _____

Parent/Guardian Signature: 家長 / 監護人簽署 : _____

Date: 日期 : _____