



21st January, 2022

Dear Parents / Guardians,

Online Teaching Arrangement

The Education Bureau (EDB) announced yesterday (19th January) that secondary schools will suspend in-person classes and school activities no later than Monday. The suspension of in-person classes will last until 7th February. Therefore, the learning mode will be shifted to online learning. Students should log into Google Classroom and attend the lessons according to the current timetable by clicking the link provided by the teachers. In order to maximise students' learning, online learning classes for Secondary 4 and 5 will continue to be held in the afternoon, whereas the time will be changed to 2:30 p.m. to 3:30 p.m. Afternoon in-person lessons for S.6 will also be shifted to online learning 2:30 p.m. to 3:30 p.m. The teaching arrangement after lunar Chinese New Year will be announced later.

Class teachers and subject teachers have set up Google Classroom and will upload online teaching material and important information on the relevant Google Classroom. Students' attendance, classroom and academic performance will be counted in their daily score. It is hoped through home-school cooperation, we can help students establish an online study routine. Please see Appendix 1 for details of the online teaching arrangement. Students should also establish proper study habits and etiquette (Please see Appendix 2 for details).

In order to help students establish an online learning routine, teachers will take the roll call and record students' attendance in each class. If a student has to miss an online lesson or the entire day, parents can call the school as usual to apply for a leave.

On school days, the school will keep the premises open and will also arrange a staff to look after students who have arrived at school. For the sake of the health of the students and lowering the risk of infection, students should contact/inform the class teacher or the general office and should take his/her temperature before going to school. Students should wear a mask at school at all times.

If parents have financial difficulties or cannot acquire appropriate internet services, they can loan a mobile computer device and an Internet SIM card so that their child can attend online lesson and finish online homework. Please see Appendices 3 and 4 for the application forms and eligibility criteria.

The school is strongly concerned about the health and safety of each student. Thus, students are advised to stay at home as much as possible during the pandemic, wear a face mask when leaving home, pay extra attention to environmental and personal hygiene, and avoid going to overcrowded areas.

Thank you for your attention.

Principal
Lock Tao Secondary School

Appendix 1 Online Teaching Arrangement

- 1) Students should log into Google Classroom of the subject or the class according to the class timetable, and follow the link or instructions of the subject teacher or the class teacher to attend the lesson. Please go to <https://classroom.google.com> or use Google Classroom App to log in.
- 2) Our school will mainly use Webex to conduct online teaching. Students should familiarise themselves with it.
- 3) Online teaching timetable also includes reading lessons. Students can log into the eRead Scheme to read the books. The school has set up an award scheme to recognise students who actively participate in the scheme.
- 4) Students are required to attend online lessons on time and submit their homework online. The subject teacher will record students' attendance each class and will record the submission status of homework. Students' attendance, classroom and academic performance will be counted in their daily score. Parents and students can check homework for each day in the "homework log" on the school website. If the attendance and the academic performance of a student is unsatisfactory, the school reserves the right to punish the student or issue a demerit.
- 5) The school has made the following learning videos and have uploaded them on the school website. The videos can be found at the following link: School Links → IT Support for Online Learning. Students can watch the video to solve the problems they encounter in online lessons. If a problem cannot be solved, students can seek help from the school.
 - How do students log into the school's Google account
 - How do students use Google Classroom and submit homework online
 - How to join live classroom
 - How do parents sign the school eNotice and make payment
 - How to install and use the eNotice App
 - How to log into eRead Scheme to the read books

Appendix 2 Required Study Habits and Etiquette for Online Lessons

Before the class:

- 1) Arrive on time
 - Students should log into online class 5 minutes before the start of class.
- 2) Sufficient preparation
 - Enter Google Classroom before the class to check whether the teacher has issued new teaching material. Students should preview the material on their own.
 - Prepare supplies for the lesson:
Textbooks, notes, notebook/rough paper, stationery, dictionary and calculator (if necessary).
 - Prepare an internet device with a larger screen (such as a desktop computer or a tablet).
 - Appropriate learning space with a table and a chair to sit on.
- 3) Respect teachers and classmates
 - Greet the teacher and classmates after the student has entered the real-time classroom and has turned on the microphone.

During the class:

- 4) Concentrate on class
 - Listen attentively and answer the questions asked by the teacher.
 - Students should not eat during online lessons.
- 5) Good posture
 - Students should not attend the lessons while on bed.
- 6) Follow the routine
 - Students should complete the learning tasks under the guidance of the teacher and according to his/her requirements.
 - If students have any problems, they can raise their hand or leave a message in the chat room.
 - Respect other students' right to speak and study well in a harmonious atmosphere.
- 7) Write while you listen
 - Students should jot down important notes on an exercise book / rough paper.

After the class:

- 8) Reflect on what you've learned
 - After the class, students should complete the homework assigned by the teacher after the class so that they can review what they've learned.
- 9) Organise what you've learned
 - Students should create a folder on their computer or a cloud drive to save the electronic notes and assignments of each subject.
- 10) Take enough break between lessons

There is a 15-minute break between each lesson so to avoid extended screen time.

Appendix 3

21st January, 2022

Quality Education Fund e-Learning Funding Programme – Provision of Mobile Computer Device

The Education Bureau has taken active measures to promote “The Fourth Strategy on IT in Education” in order to enhance the effectiveness of learning and teaching, classroom interaction as well as students’ ability in self-directed learning, problem solving and collaboration. In view of this, our school could apply for funding to purchase mobile computer devices for loan to needy students for learning activities. This ensures all students have equal opportunities in accessing e-learning. Details of the relevant Chromebook model are as follows:

Model	Asus Chromebook CX3400 (\$4,700)	
Specification	<ul style="list-style-type: none"> - Chrome OS - CPU: Intel® i3 11 Gen - Ram: 8GB - Storage: 128GB M.2 NVMe SSD - Network: 802.11AX Wi-Fi (2x2) + BT5.0 - Display: 14" - Resolution: FHD - multi-touch screen 	<ul style="list-style-type: none"> - USB 3.2 Type A x 2 - USB 3.2 Type C x 2 - Stylus Pen - Toughness surpassing industry standards - MIL-STD 810H - AC Adapter: Type-C - Battery: 50W HRS - 1.65 kg

Compensation Policy:

The relevant equipment includes on-site maintenance services; therefore, students can bring back the equipment to school for inspection. However, if the damage involves man-included factors, the student will be liable to pay for damage. The student will be loaned a new device after he/she has paid for the relevant damage.

If the student loses the equipment, he/she should report to the police immediately and will have to compensate for the loss according to half-year depreciation. The formula is as follows:

Brand new to half-year depreciation	95% of purchasing price (\$4,465)
Half-year to one year depreciation	90% of purchasing price (\$4,230)
One year to one and a half-years depreciation	85% of purchasing price (\$4,995)
One and a half-years to two years depreciation	80% of purchasing price (\$4,760)
Two years to two and a half-years depreciation	75% of purchasing price (\$4,525)
Two and a half-years to three years depreciation	70% of purchasing price (\$4,290)
So on and so forth	\$235 will be deducted on a half-yearly basis

Student beneficiaries should not have received similar government assistance before, including the CCF Assistance Programme. For students who have already acquired mobile computer devices under the CCF Assistance Programme, the school will apply for the Funding Programme to purchase suitable devices for loan to them provided that their devices have been used for more than three years.

If students need to apply for this programme, please fill in the following reply slip and consent form, bring along a copy of the documentary proof of eligibility to the school office for processing during office hours. Eligible students will be notified individually for pick-up.

To Principal,

Quality Education Fund e-Learning Funding Programme –
Provision of Mobile Computer Device

I am the parent/guardian of _____ (Name) of Class _____ (Class No.: _____), and I agree / do not agree on school's arrangements for loaning and compensation. (* Please ✓ tick the appropriate box)

- I do not need to loan Chromebook. (If you answer this question, then skip the remaining questions.)
 - I need to loan Chromebook. Family Economic Status:
 - I need to apply for the subsidy concerned. I am now receiving Comprehensive Social Security Assistance (CSSA). (A copy of the exemption of medical fees is attached for the school's reference).
 - I need to apply for the subsidy concerned. My child is receiving a full grant under School Textbook Assistance Scheme (full grant), (STAS – full). (If necessary, the school may ask the student to submit a copy of evidence on Financial Assistance Scheme).
 - I need to apply for the subsidy concerned owing to the financial difficulties (including School Textbook Assistance Scheme (half grant) of my family. A letter is attached to justify the application for the subsidy concerned).
- Community Care Fund Application Status:
- I have not used Community Care Fund Assistance to purchase a mobile computer device.
 - I have used Community Care Fund Assistance to purchase a mobile computer device.
 - It has been used for more than 3 years.
 - It has been used for less than 3 years.

Name of parent / guardian : _____

Signature of parent / guardian : _____

Date : _____

Lock Tao Secondary School
Quality Education Fund e-Learning Funding Programme –
Provision of Mobile Computer Devices (2021/22 School Year)

Parent/ Guardian Consent

In response to the letter on the captioned Funding Programme about the arrangement of purchasing mobile computer devices for loan to needy students (**Please put a “√” in the appropriate box; and *delete as appropriate**)

Declaration

I declare that:

(I) My child/ child under my custody is eligible to benefit from the Funding Programme. A copy of the documentary proof of eligibility (e.g. Notification Letter) is attached to prove the following eligibility of my child/ child under my custody:

- Receiving Comprehensive Social Security Assistance (CSSA) in the 2021/22 school year
- Receiving School Textbook Assistance Scheme (STAS) in the 2021/22 school year
- My child/ child under my custody is not receiving the above CSSA/ STAS, but the family has limited economic means at present (Please specify or attach supplementary information):

(II) Regarding the borrowing of a mobile computer device, my child/ child under my custody:

- Have **not** received similar government assistance at this school or other schools in the past, including the Community Care Fund Assistance Programme for purchasing a mobile computer device
- Received** subsidy from the Community Care Fund to purchase a mobile computer device in the _____ school year, and
 - No need** to borrow a mobile computer device (Apply for Internet services support only)
 - Need** to borrow a mobile computer device because
 - the device has been used for more than three years **and** is * unable to operate/ meet the school’s new learning and teaching requirements.
 - (For transfer student only) During the past three years, my child/ child under my custody had studied in _____ (Name of Original School) and received subsidy from the Community Care Fund to purchase a mobile computer device. The device runs a different operating system (Please specify: _____) and thus cannot meet the schools’ new learning and teaching requirements.

I hereby **declare** that the information and documents provided are accurate, and commit that:

- (I) If the school is unable to apply for the subsidy from the Education Bureau due to inaccurate or incomplete information provided by me, I will pay the cost incurred, including the concerned cost of the device for supporting e-learning of my child/ child under my custody; and
- (II) If my child/ child under my custody is not eligible to benefit from the Funding Programme due to the improvement of my family's financial position, or he/ she leaves the school for various reasons (including graduation, further studies or transfer to other schools), I will return all borrowed equipment.

Name of parent / guardian : _____

Signature of parent / guardian : _____

Name of Student : _____

Student Number : _____

Class : _____

Date : _____

Personal Information Collection Statement

1. The personal data provided will be used by the School for the following purposes:
 - (i) processing applications relating to the programme;
 - (ii) verifying information with the departments/bureaux of the Government of the Hong Kong Special Administrative Region which are relevant to (i), if necessary
2. Any information, including personal data, submitted may be disclosed to the EDB and relevant government departments/bureaux for the purposes mentioned above.
3. The provision of personal data is obligatory. Without the data provided, the School is not able to process the application and proceed with the relevant arrangements.
4. According to Personal Data (Privacy) Ordinance (PDPO), all persons have the right to request access to and correction of their personal data. Request for access to or correction of personal data should be made in the Data Access Request Form (No.OPS003 issued by the Privacy Commissioner for Personal Data) and sent to Mei Lam Estate, Tai Wai. For more information about the privacy policy, please visit the website of the Privacy Commissioner for Personal Data.

Appendix 4

21st January, 2022

Application for an Internet SIM card due to the limitations of living environment

Since some students are unable to obtain appropriate Internet access services due to the limitation of their place of residence, we provide Internet SIM cards for eligible students. Please complete the following **reply slip, consent form** and bring along the copy of the **documentary proof of eligibility** to the school office for processing during office hours. Eligible students will be individually notified to obtain their Internet SIM card.

✂.....

To Principal:

Application for an Internet SIM card due to the limitations of living environment

- My child's residence is connected to broadband Internet services and does not require related additional support from the school.
- My child is living in a/an * subdivided unit / old building / remote area and cannot acquire appropriate Internet services. Additional support from the school is thus needed (Please fill in the following information). I have enquired the following Internet services providers and confirmed that my residence cannot be connected to appropriate fixed broadband services. The names of Internet services providers enquired are as follows:
 - (1) _____
 - (2) _____
 - (3) _____
- My child is benefiting from the following scheme(s):
 - Comprehensive Social Security Assistance Scheme (including Internet access subsidies)
 - Full grant / half grant of the School Textbook Assistance Scheme
- My child and I are not benefiting from any assistance scheme(s) of the school, the Government or non-governmental organisation(s), but my family has limited economic means at present (Please specify: _____).

I hereby declare that the information provided is accurate.

Name of parent / guardian : _____

Signature of parent/ guardian : _____

Date : _____

- Remarks:
1. Please put a "✓" in "□" as appropriate and * delete as appropriate.
 2. The back page is "Personal Information Collection Statement".

Lock Tao Secondary School
Quality Education Fund e-Learning Funding Programme –
Provision of Mobile Computer Devices (2021/22 School Year)

Parent/ Guardian Consent

In response to the letter on the captioned Funding Programme about the arrangement of purchasing mobile computer devices for loan to needy students (**Please put a “√” in the appropriate box; and *delete as appropriate**)

Declaration

I declare that:

(I) My child/ child under my custody is eligible to benefit from the Funding Programme. A copy of the documentary proof of eligibility (e.g. Notification Letter) is attached to prove the following eligibility of my child/ child under my custody:

- Receiving Comprehensive Social Security Assistance (CSSA) in the 2021/22 school year
- Receiving School Textbook Assistance Scheme (STAS) in the 2021/22 school year
- My child/ child under my custody is not receiving the above CSSA/ STAS, but the family has limited economic means at present (Please specify or attach supplementary information):

(II) Regarding the Internet services support:

- The residence of my child/ child under my custody is connected to broadband Internet services and additional support from the school is not required.
- My child/ child under my custody is living in a/an * subdivided unit / old building / remote area and cannot acquire appropriate Internet services. I have enquired the following Internet services providers and confirmed that my residence cannot be connected to appropriate fixed broadband services, additional support from the school is thus needed. The names of Internet services providers enquired are as follows:

- (1) _____
- (2) _____
- (3) _____

I hereby **declare** that the information and documents provided are accurate, and commit that:

- (I) If the school is unable to apply for the subsidy from the Education Bureau due to inaccurate or incomplete information provided by me, I will pay the cost incurred, including the concerned cost of the device for supporting e-learning of my child/ child under my custody; and
- (II) If my child/ child under my custody is not eligible to benefit from the Funding Programme due to the improvement of my family’s financial position, or he/ she leaves the school for various reasons (including graduation, further studies or transfer to other schools), I will return all borrowed equipment.

Name of parent / guardian : _____

Signature of parent / guardian : _____

Name of Student : _____

Student Number : _____

Class : _____

Date : _____

Personal Information Collection Statement

1. The personal data provided will be used by the School for the following purposes:
 - (i) processing applications relating to the programme;
 - (ii) verifying information with the departments/ bureaux of the Government of the Hong Kong Special Administrative Region which are relevant to (i), if necessary
2. Any information, including personal data, submitted may be disclosed to the EDB and relevant government departments/bureaux for the purposes mentioned above.
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