



CREATIVE SECONDARY SCHOOL
啓思中學

Aug 2017 Edition

Digital Mobile Devices and Computer Usage Policy

Information Literacy, Academic Honesty, and Personal Data Protection

There are 3 important areas that our students are expected to learn about in their induction to the secondary school and the use of information technology: information literacy, academic honesty, and personal data protection.

1. Information Literacy is the ability to critically handle and effectively use the vast range of information now available on the internet. It involves acquiring the skills of accessing, evaluating, synthesizing, and presenting information. Students will increasingly develop this form of literacy and apply it in all their areas of learning. Parents and students may wish to take a look at the Big6 model to find out more (<http://big6.com/pages/about.php>)
2. Academic Honesty - in today's interconnected world, plagiarism - the unauthorized or unacknowledged use of the words or ideas of another person - is easy but totally unacceptable. It is very important that students give credit in any project they create or essay they write that involves the ideas, thoughts, or opinions of another person. Students who plagiarise their IB Diploma or Hong Kong Diploma coursework will risk being disqualified from obtaining their Diploma. Teachers will work with students to ensure that their research and writing meets this standard, through resources such as www.turnitin.com.
3. Personal Data Protection - the internet makes it increasingly easy for intruders to steal and misuse personal data for criminal purposes, for example, identity theft/impersonation and sexual harassment. The development of social networking sites have also tempted students into making very inappropriate comments about teachers or other students without realizing the full consequences of such misconduct. The ease of use of digital video and photography devices have led to students taking images of others without permission and posting them on the internet. The school will provide detailed guidance to students so that they understand the importance of respecting and protecting their own and others' personal data and personal privacy. (Please also refer to section 22 on cyber bullying). Parents are required to sign and return the 'Rights to image' agreement form when enrolling their child(ren) at CSS.

Computer Account Policy

Creative Secondary School provides each student with an account to access computers on the campus including, but not limited to, the computers in the Library, Computer Rooms and the Design Technology Centre, and to store their school work on the school network. This account will also enable students to use their own personal computers and mobile digital devices to access the school wireless network, their school email account and the internet.

Account users are expected to comply with the software and facilities policies outlined in this document.

1. A School Computer Access Account is issued for use only by the student to whom the account is assigned; a student using another student's account is in breach of conduct. The accounts are the property of Creative Secondary School and shall not be loaned to another individual under any circumstances.
2. The account grants a student access to the wired and wireless network in order to support their learning. Students can connect up to two devices to the wireless network at any one given time using their individual account.
3. Software needed to support student learning is already installed on school-owned computers. Accordingly, the downloading, installing and use of software not provided on school-owned computers is prohibited.
4. Any attempt to copy software that is licensed to Creative Secondary School is illegal.

Acceptable Use Policy on the School Network

The school network and the Internet service enable students to conduct activities that meet their needs in learning such as completing research tasks. **Students should not use the school network for personal activities that consume significant network bandwidth or for activities that violate school policy.** These include but are not limited to:

- A. Using the school network in such a way as to disrupt its use by others. Students must not vandalize school computers by causing physical damage, reconfiguring the computer system, or introducing malicious programs into the network.
- B. Any use for, or in support of, illegal purposes or activities is prohibited. This includes, but is not limited to, gaining unauthorized access to other systems, participating in criminal activity, threatening others, transferring obscene material, or attempting to do any of the above.
- C. Services and materials available on the Internet that do not have significant educational value. Students are advised not to seek, access, upload, download, transmit, or distribute material that is not relevant to their school work.
- D. Online services or activities that consume a large amount of network bandwidth such as visiting movies/videos streaming websites, downloading software or operating system updates, uploading or downloading large programs, uploading or downloading computer games, etc.
- E. Using the Internet to access websites or download any content that is pornographic, promotes hatred, encourages violence, breaks copyright or other laws or otherwise has no connection with their school life.
- F. Violating the school's conduct guidelines when logged on to social networking websites, when using email, Moodle or other systems including chat rooms. The school considers any form of cyberbullying a totally unacceptable breach of conduct .(Please refer to the school's Anti-bullying policy below).

*Failure to use the Internet responsibly may result in the suspension of a student's right to access computers and the Internet on the campus, plus any appropriate disciplinary consequences.

Computer Rooms Usage

1. Only enter a computer room when a teacher is present, unless you are told to do so by your teacher.
2. Students must only use computers to support their learning, not to play games.
3. Keep the computer rooms clean and tidy. Any food and drinks are not permitted in all the computing rooms or in the vicinity where computers are in use.
4. Respect all equipment and software settings and leave them in good working order as you have found them.
5. If you forget the login name of your account, please contact the IT technical support staff or your House Tutor.
6. If you forget your password, you need to visit <http://student.css.edu.hk/resetPW/resent.aspx> to send for an automated password request. Note that you will need to remember your school email details in order to proceed.
7. Using computer room printers to print multiple copies of documents is not permitted. You can make multiple photocopies in the School Library and pay the appropriate fee.
8. Remember that all the computer rooms are also study areas and therefore noise must be kept to a minimum.
9. Never leave a computer logged in and unattended. If you do so, it leaves your files open to accidental or deliberate corruption.
10. Look after your personal belongings at all times.
11. Any attempt to modify, delete, add-to a user account that is not yours, or to render a workstation unusable is prohibited.
12. Do not attempt to fix faulty computers or printers. Please report equipment faults to the IT technical support staff.
13. It is the student's responsibility to manage, maintain, and backup files located on their home directory. While the data stored on the file server is backed up regularly, there is no guarantee of the retrieval of student-based data.

Any breach of the above policies may result in the revocation of ALL computing rights.

Use of Mobile Computers* for Learning

1. Students in Form 2, 3, 4, 5 & 6 are expected to provide their own mobile computers* to support their learning.

*Mobile computers: **Laptops are recommended for students.** Tablets (iPad / Android tablets) **are not** suitable for secondary school students in the classroom settings unless they are connected to external keyboards. If students choose to bring a tablet to school, they must also bring an external keyboard.

2. Students in Form 1 may bring their own mobile computers to support their learning, with a written request from their parent.
3. Students are expected to take full responsibility for their own devices – appropriate use to support learning, avoidance of inappropriate use, their safe storage, usage and maintenance. The school's advice on personal valuables applies entirely to such devices.

4. Students are strongly encouraged to install software listed in the 'Recommended software list for laptops' document.
5. Students in Form 2, 3, 4, 5 and 6 are expected (while students in Form 1 can choose) to bring a laptop to school. It is recommended that their laptop meets the following specifications:
 - Operating system: must be able to run Chrome OS, Windows or / and Mac OS X operating systems
 - Screen size:
 - Laptops for F1 - F3 students: 11" to 13" screen
 - Laptops for F4 - F6 students: 11" screen or larger
 (A balance between portability and comfort of use must be found)
 At least 128GB hard drive
 - Memory:
 - Laptops for F1 - F3 students: at least 2GB RAM
 - Laptops for F4 - F6 students: at least 4GB RAM
 - Wireless connection compatible with the 802. 11 n standard or higher
 - Long battery life (up to 7 hours) is preferred, to minimize the need to recharge during the school day
 - Lightweight
6. CSS has arranged with a computer company each year to provide Laptop / Software purchasing, as an option for parents' consideration. Parents are under no obligation to purchase through this programme, and the school has no financial benefit through such purchases. Please refer to the programme for more details.
7. Students shall use their mobile computers solely for educational purposes in school and shall not engage in activities that violate the computing policies outlined in this document. (E.g., students must only use computers to support their learning, not to play games.)

Mobile Digital Devices Policy

These guidelines have been created in order to promote the students' commitment to protect individual privacy, prevent distraction during learning time, give respect to anyone speaking or performing, and to encourage face-to-face communication and interaction.

Unless permitted by staff, whilst on the school campus:

1. The phone, camera and sound-recording functions of any digital device must be switched off or on silent mode.
2. Students are not permitted to wear headphones.

Parents are advised not to contact their child by calling his/her mobile phone during the school hours; they are welcome to ring the school office.

In addition, during any assembly, meeting or performance:

1. All mobile phones must be switched off, in order to show respect to anyone speaking or performing.

2. No sound, video-recording or photo-taking is allowed except for those authorised to do so.

Mobile Digital Devices including headphones may only be used after 3:30 pm, when a student is not taking part in a CCA, AND is outdoors on the ground floor, for:

- A. phoning or other forms of messaging
- B. information retrieval/research and for school assignments
- C. listening to music or internet radio without disturbing others, by using headphones

However, any video/sound-recording or photo-taking of others must have the person's direct and clear permission, at all times.

Students who bring mobile phones, cameras or valuables to school do so at their own risk. They are advised to take good care of their belongings.

1. Software needed to support student learning is already installed on school-owned computers. Accordingly, the downloading, installing and use of software not provided on school-owned computers is prohibited.
2. Any attempt to copy software that is licensed to Creative Secondary School is illegal.

流動電子儀器及電腦使用指引與措施

資訊能力、學術誠信、個人資料保護

作為一個中學生，在使用資訊科技設施之前，學生需要學習三個重要範疇：**資訊能力**，**學術誠信**，以及**個人資料保護**。

1. **資訊能力** — 有能力審慎處理和有效利用在互聯網上大量而廣泛的信息。它涉及到存取、評價、綜合及表達資料的技能。學生將發展這種能力及應用在其所有學習領域。家長及學生可以參考Big6 網頁：<http://www.big6.com/about/>
2. **學術誠信** — 今日的世界聯繫緊密，抄襲 — 未經授權或私下轉載其他人作品或概念是非常容易的，但絕不能接受。倘若學生在功課或報告使用他人意念及意見，必須清楚標明出處。學生如在IBDP或香港中學文憑要求的課業之中抄襲，可會被取消資格。老師會利用網上資源如 www.turnitin.com等，與學生合作，以確保他們的研究和寫作符合這個標準。
3. **個人資料保護** — 在互聯網上，入侵竊取和濫用個人資料，日趨容易，例如身份盜用和性騷擾。學生很容易在社交網站上，對老師或其他同學作出不適當的攻擊批評。或者未經他人同意下，拍攝對方的照片或影片，並上載至互聯網。校方對於學生如何尊重他人/保障自己的私隱，有清晰的指引，請參考第22章「網上欺凌」。家長在學生入學前需要簽署使用「肖像權」的同意書。

電腦賬號使用指引

啓思中學為每位學生提供一個個人戶口，可以登入使用校園內的電腦，包括圖書館、電腦室、設計與科技室等，以及將檔案儲存在學校的內聯網。學生亦可以用此戶口，將自己的電腦聯繫至無線網絡與及學校內聯網。

戶口使用者應該遵守以下各軟件和設施使用規則：

1. 學校提供的電腦帳戶只供該名學生使用。帳戶為啓思中學財產，任何情況下，不得借給第三者。學生如使用其他同學的戶口，則屬違反校規。
2. 學生的帳戶可以登錄有線或者無線網路，以輔助他們的學習。在規定的時間中，一個學生的賬號同時最多可以連接兩個電子設備。
3. 由於學校內部電腦已安裝所有教學上所需要使用軟件。因此，學生不可自行下載、安裝、使用其他軟件。
4. 學校內部電腦軟件屬啓思中學財產，試圖複製，將導致被檢控之虞。

學校網路使用指引

學校網路和因特網服務可以讓學生開展有助於他們學習需要的活動，例如完成研究任務。學生不可以將學校網路用於消耗大量學校網路流量或者違反校規的私人活動。這些活動主要包括：

- A. 使用學校網路去干擾其他人的使用。學生禁止用物理破壞、重新排列電腦系統或者在網路上安裝惡意的程序的方式去肆意破壞學校電腦。
- B. 嚴禁使用電腦去開展或者支持任何違法的活動。這些活動主要包括：進入其他未經授權的系統，參與犯罪活動，威脅他人，轉載色情資料，或者任何企圖嘗試這些行為的活動。
- C. 登錄並無教育意義的設備和材料。學生並不建議搜索、登錄、上傳、下載、轉載或者傳播和他們功課無關的材料。

- D. 使用消耗學校大量寬帶的上網活動，例如上網觀看電影/視頻，下載軟件或者更新系統、上傳或者下載容量較大的程序、上傳或者下載電腦遊戲等。
- E. 使用因特網去登錄或者下載以下內容：色情資料、煽動仇恨、助長暴力的資料、破壞版權或者法律的資料、或者與學校生活並無聯繫的內容。
- F. 在使用郵件、Moodle或者其他系統（例如聊天室）的時候，嚴禁使用社交網路去破壞學生行為管理條例。學校堅決反對任何形式的網路欺凌。（請參考下文的學校反欺凌管理條款）

*如果學生不能合理地使用網路，學校將禁止學生在校園裡使用電腦和因特網，同時學生也將接受任何合理的紀律懲戒。

電腦室使用

1. 只有老師在場或在老師指示下，同學方可進入電腦室。
2. 只可用於學習方面（不可打遊戲機）
3. 保持電腦室整潔。電腦室內不得飲食。
4. 愛護所有的硬件和軟件設備，當你完成使用之後，這些設備依然可以正常工作。
5. 如果您忘記帳戶名稱，請通知資訊科技技術員或社導師。
6. 如果你忘記密碼，請登入<http://student.css.edu.hk/resetPW/resent.aspx> 自行要求重設密碼。此作業需要學生的電郵地址才能操作。
7. 使用電腦室打印機時，不可將同一份文件列印多份。同學可以使用學校圖書館付款及複印副本。
8. 請緊記，所有的電腦室也是學習的地方，因此必須保持安靜。
9. 如同學已登入電腦，請不要離開，因可能導致你的檔案意外損毀或盜竊。
10. 請保管好您的個人財物。
11. 禁止對電腦系統作任何修改、刪除、添加。
12. 不要嘗試修理故障的電腦或印表機。請向資訊科技技術員報告設備故障。
13. 學生有責任，管理、維護及備份位於他們主目錄的檔案。儲存在的文件伺服器的數據雖然會定期備份，但不保證可以修復同學遺失的資料。

任何違反上述規則，可能被禁止使用電腦室。

手提電腦使用指引（學習專用）

1. 中二、中三、中四、中五、中六的同學，應自攜流動手提電腦*作學習支援用途。

手提電腦：推薦學生使用筆記本電腦。平板電腦（iPad/安卓系統的平板電腦）不適合中學生在課堂上使用，除非平板電腦有外接鍵盤。如果學生要帶平板電腦來學校，他們必須同時也帶上外接鍵盤。

2. 中一同學，在家長書面要求下，可以自行攜帶手提電腦。
3. 學生要對自己所攜帶的流動ICT設備負上全責 – 適當的使用作為學習支援、妥善存放及保養。請參照校方對於處理貴重財物的建議。
4. 校方建議學生盡量安裝「建議軟件」表上列出的軟件。
5. 學校期望中二、中三、中四、中五和中六的學生（中一可以選擇）帶筆記本電腦來學校。他們的筆記本電腦最好符合以下標準：
 - 操作系統：必須能夠使用Chrome OS, Windows or / and Mac OS X 這些操作系統

- 屏幕尺寸
 - 中一到中三的筆記本電腦：11到13英寸的屏幕
 - 中四到中六的筆記本電腦：11英寸或者更大的屏幕
(電腦必須既容易攜帶，又方便使用)
 - 至少128GB的硬盤
 - 內存
 - 中一到中三的筆記本電腦：至少2GB RAM
 - 中四到中六的筆記本電腦：至少4GB RAM
 - 802.11n 或者更高規格的無線連接裝備
 - 推薦使用帶電時間長的電池（最多7小時），盡量減少在學校充電的需要
 - 體積輕巧
6. 校方每年會安排電腦公司提供電腦及軟件售賣，以供家長考慮。並非硬性規定，校方亦無經濟收益。
 7. 在學校中，筆記本電腦應該僅僅用於學習，而不應該參與任何違反本文件中的學校筆記本使用管理條款的活動。（例如：學生必須用筆記本電腦去輔助學習，而不是玩電腦遊戲。）

移動電子設備使用指引

這些使用指引的創建是為了提升學生保護個人隱私的意識，防止學習的時候分心，尊重正在發言或者表演的任何人，促進面對面的交流和互動。

在校園中，除非有教職工允許，否則：

手提電話、相機和任何有錄音功能的電子設備必須關閉或者調到靜音狀態。

學生不允許佩戴耳機。

學校不建議家長在上課期間撥打學生的手機：歡迎家長撥打學校辦公室電話。

此外，在學校集會，會議或表演時

1. 所有手機必須關閉，以示尊重他人說話或表演。
2. 在未得到授權允許的情況下，不得錄影或拍照。

移動電子設備，包括耳機僅可於：

下午3:30後使用，若學生不參加CCA，可在校園教學樓底層的戶外區域使用電子設備：

- A. 打電話或以其他形式傳送消息。
- B. 資訊檢索或研究，或用於完成課業。
- C. 使用耳機聽音樂或搜索互聯網諮詢，不因此干擾他人。

但是，無論何時，任何錄音或者拍照必須獲得當事人的指示和明確的允許。

1. 學校電腦中已安裝學生學習所需軟件。因此，學生禁止在學校電腦下載、安裝及使用非學校安裝的軟件。
2. 任何試圖複製已授權於啟思中學軟件的行為均屬違法。