




Delia Memorial School (Hip Wo)

**Mobile Learning Device Loaning  
Application Form**

Approval Result
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected

Student's Details			For Staff Only			
Name (Student number)	Class (No.)	Subject / Teacher	Borrow period		OUT Date	IN Date
			From	Return		
	(    )	/		18/12/2017		
Reasons for application :			Remarks :			
			Model : _____ Serial No.: _____			
<b>Rules and Regulations :</b> <ul style="list-style-type: none"> <li> The school owns the mobile learning device and its software. Student should make good use of it to facilitate learning and abide by all the rules stated overleaf or school may terminate the loan without notification.</li> <li> A reminder is issued to the borrower one week prior to due date. Applicants should return the device or make a renew request at pre-assigned date and time. Failure to do so may lead to a bad record and it will affect next application.</li> <li> Student should keep the device properly and store it in a safe place, He/She needs to bear the responsibility for damage or lost. He/She should keep their data and the school is not responsible for the data lost.</li> </ul>						

I understand that the device is the school property and I bear the responsibility for any damages and lost. I will follow the regulations and acknowledge that the school has the final right on making decision on this issue.

(\*must be checked)

Applicant's Signature : \_\_\_\_\_ Parent's Signature : \_\_\_\_\_

Date : \_\_\_\_\_ (day/month/year) I.T. Committee : \_\_\_\_\_

(Upon completion, please submit your form to computer committee at room 411)

### **Rules for loaning Mobile Learning Device (MLD)**

MLD is used as a tool provided by school to ready students to in facilitating their learning and cultivate self-directed learning. Student should follow the rules when using the learning tool.

1. During school hours, students should use it according to teacher's instructions.
2. Student should only use MLD in appropriate places such as classrooms and reserved area.
3. Student should not install any programs other than studying purpose.
4. Student may connect the device to the Internet through school wireless network (WIFI) for studying purpose only, and should not be connected to other personal mobile devices such as mobile phones.
5. Student should store the MLD carefully and keep it in a secure place.
6. Student are advised to manage the usage time on the device.
7. Student should make sure the device is properly charged before the lesson.
8. Student should report to the IT committee in case of there any damages or malfunctions with MLD.