




Delia Memorial School (Hip Wo)

Mobile Learning Device Loaning Application Form

Approval Result

Approved Rejected

Student's Details			For Staff Only			
Name (Student number)	Class (No.)	Subject / Teacher	Borrow period		OUT Date	IN Date
			From	Return		
	()	/		02/09/2020		
Reasons for application :			Remarks :			
			Model : _____ Serial No.: _____			
Rules and Regulations :						
<ul style="list-style-type: none"> 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. 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. 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.						

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.

Rules and Regulations :

- ✚ 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.
- ✚ One week prior to the end of the borrow period, the computer committee will deliver a reminder to the borrower. They should return the device to the 4 / F Computer committee office at the date and time written on the reminder. Applicant who come without the appointment will be arranged to first-come, first-served service. Applicants who has an overdue status will be recorded on their borrowing records, which will directly affect their qualification for next application.
- ✚ 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. In case of damage or loss, the applicant shall be liable for compensation, other than natural depreciation, school will decide the amount of compensation and it is based on the market price of the device at that time or borrower could purchase a same model or school recommended model to replace their damaged device.
- ✚ The depreciation will be setup to 25 percent per year as computer equipment belong to the fast depreciated product. Borrowers who fail to meet their liability will be disqualified from being eligible for reinstatement until their responsibilities have been met.