

**DELIA MEMORIAL SCHOOL(Hip Wo)**  
**MOBILE LEARNING DEVICE LOANING SCHEME**

**Overview**

- As technology advances and new models of education and learning become available, the use of mobile learning devices coupled with cloud technologies to learn has become a trend. The objective of this scheme is to help students who has a financial need to equip themselves with the basic learning device so that to fulfill the spirit of equality of educational opportunities.
- This is a scheme that need approved, helps students who meet eligibility requirements.
- The plan includes the borrowing of mobile learning devices and technical support for a term of one semester. During the borrowing period, the borrower shall be responsible for the safekeeping of school property.

**Qualify applicant**

- All students studying at our school with learning needs and their financial ability are not sufficient for them to acquire an mobile learning device

**Assessment**

- Evaluate applicants' learning needs and financial status, it will be approved on a first-come-first-served basis. Application will be suspended when inventory is low.

**Loan period**

- For the resource to be used effectively, the borrower should return the mobile learning device as soon as possible after use. The longest borrowing period is one semester. The borrowing period can be renewed only once before the end of the borrowing period.

**Application Procedures**

- Applicants must submit their application form by themselves to the 4 / F Computer Committee 's office
- The approval time is based on the number of applications up to a maximum of 14 working days
- Applicants must ensure that the information they fill in is true and correct. Any fabrication will lead to an immediate termination of their application.

## **Notice of Application Results and Distribution Arrangements**

- If the application is successful, the computer committee will send out notice to the applicants and their class teacher. The applicants must bring along their student ID card and the notification, approach to the computer committee's office on the specified date and time for finishing the loan procedure. Applicants who come without an appointment will be served after applicants who has appointment.

## **Appeal mechanism**

- If the applicant is dissatisfied with the rejected application, they have the right to resubmit the application and add supplementary reasons for borrowing. However, the new application still have the chance to be rejected.

## **Return and responsibility**

- 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.

- The Borrower must comply with the scheme policy regulations(refer to the regulations) during the borrowing period, otherwise the school reserves the right to terminate their application immediately without prior notice.

- Applicants who has an overdue status will be recorded on their borrowing records, which will directly affect their qualification for next application.

- 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.