



學生「行動載具」管理規定同意書

112年9月11日數位學習委員會會議討論通過

親愛的家長和同學，您好：

國際部致力於營造身心健康、零干擾的學習環境，同時為落實數位學習以及科技輔助學生自主學習之推動，學校推行「自帶載具到校(BYOD)」方案，持續運用數位學習模式來輔助學生學習。為了引導學生專心學習、積極向上、負責任的使用行動載具，在此提醒各位家長及學生們關於本校行動載具使用之相關規定，讓我們一起守護孩子，創造美好的學習空間。

行動載具使用管理規定：

一、每日 08:10 至 17:10 之間(晚自習 17:40 至 20:40)，除了輔助學習及師長同意的
情況下，在校園內禁止使用手機及其他相關電子產品。

1. 自帶行動載具到校者，到校後須將手機關機並繳交至手機保管箱統一保管。

二、違反行動載具使用管理規定之處分：

1. 未繳交手機者，經發現後將依校規，予以警告處分乙次；

2. 未繳交手機且下課時間違規使用電子產品者，將予以警告處分兩次；

3. 未繳交手機且上課時間違規使用電子產品者，將予以小過處分乙次。

三、數位學習載具借用：

1. 無載具之學生，可於國際部辦公室借用學校載具於課堂上使用。

2. 學生應負擔保管責任，若非載具保固範圍之人為毀損，須負責修復或賠償。

四、經師長同意，學生可以使用學校認可的行動載具進行輔助學習使用，相關使用規範詳見附件：學生「行動載具」管理規定；不當使用者，將依「華盛頓中學學生獎懲規定」之違規處置辦理。

五、未經師長許可，學生嚴禁一切錄影、錄音或拍照行為。

六、學生必須遵守著作權法、個資法相關規定。學生不能出版、瀏覽或散布非法資料，如騷擾、恐嚇、威脅、人身攻擊、淫穢、褻瀆及粗俗語言等內容。

七、學校將保留一切監管、檢查、存取載具的權利，作為學校網路安全防範之用。

★ 行動載具(電子產品)，泛指手機、可攜式電腦、平板電腦、穿戴式裝置等具無線通訊功能之終端裝置。

讓我們齊心合作，為孩子提供更健康、積極的校園環境，國際部感謝您們的支持及配合。若您同意上述條列之規定，亦同意與華盛頓中學國際部協力指導孩子遵守規則，請於下方簽名。

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我已詳閱並了解「學生行動載具管理規定」，同意配合學校遵守其使用規定及限制。

班級：_____ 學生簽署：_____ 日期：_____

家長/監護人簽署：_____ 日期：_____



Internet and Digital Devices Consent Form

Dear parents and students,

Adopted by the Digital Learning Committee on
Sep. 11, 2023

WIST is committed to creating a healthy and uninterrupted learning environment for our students. At WIST, we embrace a Bring Your Own Device (BYOD) to school policy. This policy allows students to bring their personal mobile technology devices to school to use them for educational purposes, subject to approval from their classroom teacher. BYOD enhances the availability of technology in our classrooms, providing students with hands-on access to support their learning experiences. To guide students in using mobile devices proactively and responsibly, we would like to remind parents and students of the relevant school regulations governing the safe use of technology in our school.

Management of the Use of Digital Devices

1. The use of mobile phones and other related electronic devices is prohibited on campus between the hours of 08:10 to 17:10 (for night classes, 17:40 to 20:40), except when specifically approved by a teacher or a school administrator.
 - a. Students must power off and deposit their mobile phones into designated storage boxes during school hours.
 2. Digital Devices Consequences Guidelines:
 - a. Failure to deposit mobile phones will result in a warning, as per school regulations.
 - b. Using electronic devices during break time without permission will result in two written warnings on student record.
 - c. Students who both fail to submit their mobile phones and violate usage regulations will face disciplinary action, receiving minor demerits.
 3. Borrowing School E-Learning Devices:
 - a. Students have the option to borrow e-learning devices from the school office for in-class use.
 - b. Students are entrusted with the responsibility of ensuring the safekeeping of these devices.
 - c. If any non-warranty-related damages occur due to student actions, the student is responsible for arranging repairs or providing compensation.
 4. With the instruction of teachers, students can use school-approved electronic devices to assist learning. For the relevant regulations, please refer to the attachment: Mobile Device Management Policy. Any inappropriate usage will be addressed in accordance with the stipulations outlined in the Student Rewards and Consequences Regulations.
 5. Students are strictly prohibited from videotaping, recording, or taking photos without the permission of the teacher.
 6. Students must abide by copyright and personal information laws. Students may not publish, browse, or distribute illegal material, such as harassment, intimidation, threats, personal attacks, obscenity, profanity, and vulgar language.
 7. The school will retain all rights to supervise, inspect, and access devices for the purpose of school network security prevention.
- Mobile Devices (electronic devices) generally refer to wireless communication-capable terminal devices, such as mobile phones, portable computers, tablets, wearable devices, and similar equipment.

Let's work together to create a healthier and more positive school environment for our children. By signing this consent form, you agree to the outlined terms and conditions and commit to working alongside the WIST team to counsel and guide your children with internet and digital safety. The WIST team appreciates your support and cooperation.



I have carefully read and understood the Internet and Digital Devices Consent Form and Mobile Device Management Policy and I agree to comply with the school's usage regulations and restrictions.

Class: _____ Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____