**Sample Parent Reply Slip 1 (For reference only)**

[Date]

Dear Parents/ Guardians,

**Implementation of Blended Mode of Learning and**

**“Quality Education Fund e-Learning Funding Programme—Provision of**

**Mobile Computer Devices and Internet Services Support”**

**(2023/24 School Year)**

Our school has been implementing the “Bring Your Own Device” policy since the 20XX/XX school year, recommending students to bring their own mobile computer devices to school for learning. To alleviate the financial burden of students from low-income families, we have participated in the “Quality Education Fund e-Learning Funding Programme—Provision of Mobile Computer Devices and Internet Services Support” to apply funding for purchasing mobile computer devices for loan to financially needy students.

Our school therefore would like to know whether students need to apply for related equipment. Eligible students are those who are receiving Comprehensive Social Security Assistance (CSSA) from the Social Welfare Department, or full/half grant of the School Textbook Assistance Scheme (STAS) from the Student Finance Office; or students with limited economic means identified by schools. If students’ families face financial difficulties but are not receiving CSSA or STAS due to special circumstances, they may provide schools with explanations or supplementary information. The EDB provides a limited amount of quota to our school for purchasing e-learning equipment for loan to needy students with genuine needs identified by school-based criteria.

Also, students who meet the above eligibility criteria and unable to acquire appropriate Internet services due to their living environment, they can use the “Subsidy of Internet Access Charges” (2022/23 school year) to acquire suitable Internet facilities (e.g. mobile data card) for e-learning at home if they receive the subsidy. If the “Subsidy of Internet Access Charges” cannot cater for the needs of e-learning, parents can provide justifications to schools for having additional support.

Please complete the reply slip and return it to the class teacher before **[Date] [Month] [Year]**. Students who would like to borrow the equipment should submit the reply slip together with the eligibility proof. In case students are yet to be notified of their CSSA or STAS application result, they should return the completed reply slip by the aforementioned date and submit the letter of result notification from CSSA or STAS by **[Date] [Month] [Year]**.

Yours sincerely,

 (Signature of Principal)

(Name of Principal)

**Sample Parent Reply Slip1 (For reference only)**

**Quality Education Fund e-Learning Funding Programme – Provision of Mobile Computer Devices and Internet Services Support (2023/24 School Year)**

**Parent/Guardian Reply Slip**

In response to the letter on the captioned Funding Programme about lending mobile computer devices and providing additional support for Internet services to needy students in the 2023/24 school year, my reply is as follows:

***(Please put a “✓” in the appropriate box; and \*delete as appropriate)***

* Do not participate. ***(No need to fill in the “Declaration” part)***
* Apply for participation. ***(Please complete the “Declaration” part)***

**Declaration**

I declare that:

1. **Eligibility**

My child/ warded child is eligible to benefit from the Funding Programme. **A copy of the documentary proof of eligibility** (e.g. Notification Letter) is attached to prove the following eligibility of my child/ warded child:

|  |  |
| --- | --- |
| □ | Receiving Comprehensive Social Security Assistance (CSSA) in the 2023/24 school year. |
| □ | Receiving School Textbook Assistance (STA) in the 2023/24 school year. |
| □  | My child/ warded child is not receiving the above CSSA/ STA, but my family has limited economic means at present *(Please specify reasons for not applying CSSA/ STA or attach supplementary information):* |
|  |  |
|  |  |

**(II) Borrowing a mobile computer device**

□ My child/ warded child needs to borrow a mobile computer device.

**New / transferred students in the 2023/24 school year**

(New / transferred students in the 2023/24 school year are required to fill in this part. Old students in our school are not needed to complete it.)

Regarding borrowing a mobile computer device, my child/ warded child has:

□ **Never** borrowed equipment in another/other school(s) under the “Quality Education Fund e-Learning Funding Programme—Provision of Mobile Computer Devices and Internet Services Support”.

□ **Borrowed** equipment in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of old school) under the “Quality Education Fund e-Learning Funding Programme—Provision of Mobile Computer Devices and Internet Services Support”, and already returned the borrowed equipment to the old school#.

# *If the student already returned the borrowed equipment to the old school, it meets the application requirement.*

**(III) Internet services support**

|  |  |
| --- | --- |
| □ | My child/ warded child needs to apply for Internet services support. He/she is living in a/an \* subdivided unit / old building/ remote area /others *(Please specify:\_\_\_\_\_\_\_\_\_)* and cannot acquire appropriate Internet services. I have enquired the following Internet services providers and confirmed that my residence cannot be connected to appropriate broadband services (including 5G Broadband), additional support from the school is thus needed. The names of Internet services providers enquired are as follows:  |
|  |  |
|  | (2)  |
|  | (3)  |

I hereby **declare** that the information and documents provided are accurate, and commit that:

1. If the school is unable to apply for the subsidy from the Education Bureau due to inaccurate or incomplete information provided by me, **I will pay for the cost incurred**, including the concerned cost of the device for supporting e-learning of my child/ warded child; and
2. If my child/ warded child is not eligible to benefit from the Funding Programme due to the improvement of my family’s financial position, or he/ she leaves the school for various reasons (including graduation, further studies or transfer to other schools), I will return all borrowed equipment.

|  |  |
| --- | --- |
| Signature of \*Parent/ Guardian: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of \*Parent/ Guardian: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Student: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student Reference Number:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Class: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Personal Information Collection Statement**1. The personal data provided will be used by the School for the following purposes:
	1. processing applications relating to the programme;
	2. verifying information with the departments/bureaux of the Government of the Hong Kong Special Administrative Region which are relevant to (i), if necessary
2. Any information, including personal data, submitted may be disclosed to the EDB and relevant government departments/bureaux for the purposes mentioned above.
3. The provision of personal data is obligatory. Without the data provided, the School is not able to process the application and proceed with the relevant arrangements.
4. According to [Personal Data (Privacy) Ordinance (PDPO)](https://www.elegislation.gov.hk/hk/cap486%21en), all persons have the right to request access to and correction of their personal data. Request for access to or correction of personal data should be made in the Data Access Request Form (No.OPS003 issued by the Privacy Commissioner for Personal Data) and sent to XXX (School Address). For more information about the privacy policy, please visit the website of the Privacy Commissioner for Personal Data.
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*(Revised as at June 2023)*