

**Sample Letter to Parents (1)**  
**(For reference only)**

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” (2021/22 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 Community Care Fund Assistance Programme to subsidise our needy students to purchase suitable mobile computer devices, and this Assistance Programme will end in the 2020/21 school year.

Looking forward, blended mode of learning, i.e. face-to-face classes, e-learning at home or other modes of learning, may become the “new normal” in teaching and learning. To further support schools in implementing the blended mode of teaching and learning under the “new normal”, the Education Bureau (EDB) will launch the “Quality Education Fund e-Learning Funding Programme—Provision of Mobile Computer Devices and Internet Services Support” for three years starting the 2021/22 school year. It includes providing funding to schools to purchase mobile computer devices for loan to needy students and to provide portable WiFi routers and mobile data cards for students who are unable to acquire appropriate Internet services due to their constraints of the living environment.

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.

Please complete the reply slip and return it to the class teacher before XX/XX/202X. 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 XX/XX/202X.

Yours faithfully,  
[Signature of the Principal]  
[Name of the Principal]

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

**Quality Education Fund e-Learning Funding Programme – Provision of Mobile Computer Devices and Internet Services Support (2021/22 School Year)**  
**Parent/Guardian Reply Slip**

In response to the letter on the captioned Funding Programme about the arrangement of purchasing mobile computer devices for loan and providing additional support for Internet service to needy students, 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:

(I) My child/ child under my custody 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/ child under my custody:

- Receiving Comprehensive Social Security Assistance (CSSA) in the 2020/21 school year
- Receiving School Textbook Assistance Scheme (STAS) in the 2021/22 school year
- My child/ child under my custody is not receiving the above CSSA/ STAS, but the family has limited economic means at present (Please specify or attach supplementary information):  

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(II) Regarding the borrowing of a mobile computer device, my child/ child under my custody:

- Have **not** received similar government assistance at this school or other schools in the past, including the Community Care Fund Assistance Programme for purchasing a mobile computer device
- Received** subsidy from the Community Care Fund to purchase a mobile computer device in the \_\_\_\_\_ school year, and
  - No need** to borrow a mobile computer device (Apply for Internet services support only)
  - Need** to borrow a mobile computer device because
    - The device has been used for more than three years **and** is \* unable to operate/ meet the school’s new learning and teaching requirements.
    - (For transfer student only) During the past three years, my child/ child under my custody had studied in \_\_\_\_\_ (Name of Original School) and received subsidy from the Community Care Fund to purchase a mobile computer device. The device runs a different operating system <sup>1</sup> (Please specify: \_\_\_\_\_) and thus cannot meet the schools’ new learning and teaching requirements.

<sup>1</sup> Common operating systems are iPadOS, MS Window, Chrome OS, Android, etc., and the one we use is **XXXXX**.

(III) Regarding the Internet services support:

- The residence of my child/ child under my custody is connected to broadband Internet services and additional support from the school is not required.
- My child/ child under my custody is living in a/an \* subdivided unit / old building / remote area and cannot acquire appropriate Internet services. I have enquired the following Internet services providers and confirmed that my residence cannot be connected to appropriate fixed broadband services, additional support from the school is thus needed. The names of Internet services providers enquired are as follows:

(1)

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(2)

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(3)

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

- (I) 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 the cost incurred, including the concerned cost of the device for supporting e-learning of my child/ child under my custody; and
- (II) If my child/ child under my custody 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 (STRN): \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

## **Personal Information Collection Statement**

1. The personal data provided will be used by the School for the following purposes:
  - (i) processing applications relating to the programme;
  - (ii) 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), 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.

*(Revised as at May 2021)*