策劃及推行校本 「自攜裝置」政策及 可接受使用政策 (第二講)

香港中文大學學習科學與科技中心





課程目標

介紹校本「自攜裝置」政策及可接受使用政策的規劃和推行。





課程內容

- 1. 概述校本「自攜裝置」計劃;
- 2. 在學校推行「自攜裝置」前的關注;
- 3. 推行校本「自攜裝置」計劃;
- 4. 就家長的關注擬訂校本「自攜裝置」 政策和可接受使用政策;
- 5. 在學校推行「自攜裝置」的其他關注; 擬訂推行「自攜裝置」的進程。





上節內容重溫





推展「自攜裝置」政策的4個階段

1. 校情分析

2. 策略規劃

3. 推展

4. 檢討









1. 校情分析

目的:評估學校現況



- A. 強、弱、機、危(SWOT)分析
- B. 硬件配套
- C. 各持份的接受程度







2. 規劃

目的:為計劃推展舖路

- A. 人力安排
- B. 軟硬件配套
- C. 系統安全性
- D. 課程規劃
- E. 財政安排
- F. 保安問題







3. 推展

目的:計劃實踐

- A. 訂立推展時間表
- B. 裝置採購
- C. 培訓
- D. 設定學生裝置







本節內容

- 可接受使用政策(AUP)的制定
- 招標文件的擬定
- 電子學習體驗





C. 可接受使用政策(AUP)的制定

Savay Way Man amen was a wall of the way and way

需要制定BYOD使用政策?







可接受使用政策(AUP)的作用:

- 保障學校
- 保護學生
- 維持校內資訊網絡的秩序和紀律
- 建立學生守法精神和尊重他人的態度











可接受使用政策(AUP)的內容

- 保安
 - 學校在校內系統網絡上的監察
- 使用規則
 - 校方允許學生使用平板電腦的時間及地點
 - 平板電腦內可使用的軟件
- 獎懲方法
- 學校在處理違規行為的處理方法
- 家長須知
- •







範例參考





https://www.edb.gov.hk/tc/edu-system/primary-secondary/applicable-to-primary-secondary/it-in-edu/BYOD/byod_index.html

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《2017-2018年度電子學習班家長/學生使用電子平板指引及守則》

本指引及守則記述學生於本校使用裝置時的規則,適用於有關的家長或監護人及 學生。家長或監護人於 貴子弟在本校使用自攜平板電腦及配件(統稱裝置) 學習前, 請仔細閱讀本指引及守則,並妥善保存。

家長方面:

- 1. 平板電腦為學生的個人學習工具,家長須協助學生養成良好使用裝置進行學習的習慣。
- 2. 家長不可以自行將學生的平板電腦用於學生個人學習以外之用途,亦不得為裝置 安裝非學校指定之軟件。
- 3. 定時利用學校提供的戶口資料登入學習平台及檢查平板電腦,以了解學生的學習情況。
- 4. 提醒學生必須為裝置充電,以令裝置備有足夠電力進行學習活動。
- 5. 在家安裝 Wi-Fi 無線網絡,並鼓勵學生每日不進行多於三十分鐘的網上學習。
- 6. 遇到裝置出現操作或技術上的問題,本校相關的職工將給予支援或建議,惟所有





實際保養、維修、替換、修整以及為此作出任何安排,需由家長及學生負責,如因意外導致毀損或遺失資料等情況,學校不會負責相關責任。

- 7. 如學生遺失平板,請盡快通知校方進行以便進行搜索,如未能尋回,請盡速安排 購回裝置,以免影響學生學習。
- 8. 若裝置出現故障而影響上課,校方可於短期借出平板電腦讓學生於校內使用,避 免影響學生學習,惟家長必須盡速安排維修。

學生方面:

- 1. 各學生須確保於任何時間都妥善及安全地自行保管其裝置,倘若因大意遺失,遭 盗竊或損毀,學生需自行承擔責任。
- 2. 如學生損壞學校或他人的設備,亦需要負上責任,作出合理賠償。
- 3. 裝置不可載有未成年人士不宜觀看或違反香港任何法例或規例的任何檔案或內容,未經教職員或他人知悉及同意,學生不得使用裝置拍攝、錄音及錄影,在未經校方或教師准許下,學生於任何時間均不可傳送或張貼在校內錄取的影像、錄像及聲音檔。





4. 裝置不可安裝及儲存任何未經校方批准並與學習無關的軟件及檔案;學生必須在

上課前為裝置充電,以免影響學習。

- 5. 同學在使用其裝置,必須遵守以下指引:
 - 學生僅可按照本校教職員的指示或在直接監管的情況下,於教室或特別室使用裝置,轉堂及小息時段僅可以裝置進行與學習有關的活動。
 - ◆ 未經校方及校方教職員許可下,學生嚴禁於指定以外的地方,如洗手間、走廊等地方使用裝置。
 - 學生不得以平板進行與學習無關的任何活動。
 - 學生在本校教職員許可的情況下,方可在上課期間使用耳機連接裝置以進行 學習活動。





- 學生僅可按照本校教職員的指示,為學習目的而連接本校指定的無線網絡。
- 學生不得使用或意圖使用裝置進行任何不當行為(如參與網上欺凌、製作不恰當的影音錄像、未經本校教職員准許進行社交通訊或瀏覽網頁)。
- 基於安全及保安理由,學生嚴禁使用他人裝置。
- 學生必須遵守本校教職員的指引及要求,包括即時停止使用裝置、檢查裝置 以及關閉裝置。
- 6. 如發現學生違反本指引及守則或校規中的任何規定時,本校可暫時保管裝置、檢查裝置內容或停用部份功能,甚至中止或撤消學生參與電子學習班/自攜裝置的權利,亦保管對該學生採取處分或其他跟進行動的權利。
- 7. 為避免因忘記密碼以致系統鎖機,家長/學生不得自行設定密碼及限制。
- 本指引及守則將於本校法團校董會審查通過後正式實施,如有需要,將隨時作出 增刪修訂。





| | 回 條 |
|-----------------|-----------------|
| μ | 口 |
| 敬覆者:本人及敝子弟己細閱指引 | 及守則,並承諾遵守指引及守則。 |
| 班學生 | () |
| 家長姓名: | 學生姓名: |
| 家長簽署: | 學生簽署: |
| | |
| | |





動手做時間:

請按照工作紙內的指示,

完成「可接受使用政策(AUP)」初稿。







D.招標文件的擬定

May a way of the formal way of

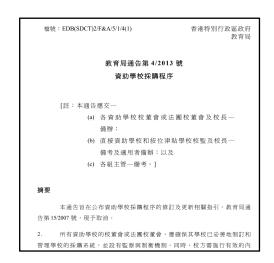
裝置採購

■ 按照教育局資助學校採購程序進行招標

https://www.edb.gov.hk/tc/sch-admin/fin-management/procurement-procedures-in-aided-schools/procurement_procedures_in_aided_schs.html

■ 文件規格可參考《資助學校採購程序指引》

(P.19-33)









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技術規格範例參考





https://www.edb.gov.hk/tc/edu-system/primary-secondary/applicable-to-primary-secondary/it-in-edu/BYOD/byod_index.html

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流動電腦裝置技術規格範本

此範本提供一些流動電腦裝置的**基本技術規格**,讓學校在推行「自攜裝置」時作為參考。學校可按本身的教學設計、對電子學習資源的使用、學生學習需要及家長的負擔能力,決定所需的產品規格,並根據學校實際推行電子學習的情況和未來發展趨勢作出調整。此外,學校應與家長有足夠的溝通以確保他們了解選擇該裝置的原因。

| Operation | Microsoft Windows | Google Chrome | Android OS | Apple iOS | |
|--------------------------|---|-----------------------------|---------------------------------------|---|--|
| System | | | | | |
| Processor | x86 architecture At least dual-core At least 1.6 GHz | • Intel Core/ Intel Celeron | At least dual-core At least 2 GHz | A10 Fusion chip with 64-bit Embedded M10 coprocessor | |
| System Memory | • At least 4 GB | | | • At least 2 GB | |
| Display | At least 10 inches Supports 360-degree flipping in tablet mode Supports multi-touch screen and stylus pen input | | | At least 9.7-inch LED-backlitMulti-Touch displaySupports stylus pen input | |
| Display | • At least 1280 pixels (in width) | | | • At least 2048 pixels (in width) | |
| Resolution | | | | | |
| Internal Storage | • At least 64 GB • At least 32 GB | | | | |
| Port & Slot | At least 1 x USB At least 1 x SD card slot or micro SD card slot Built-in speaker, audio in and audio out | | | Lightning Connector Built-in speaker | |
| Wireless Connectivity | • WLAN 802.11ac • Bluetooth | | | | |
| Camera | • Web camera | | | | |
| Keyboard | Built-in or detachable keyboard integrated with touchpad Supports Detachable keyb | | | pard | |
| Other | Power cord, power adapter, charging cable and all necessary cables | | | | |
| Accessories | | | | | |





動手做時間:

請按照貴校的校情

完成「招標文件」初稿。







E. 電子學習體驗

May a way with the same of the

學習管理平台

- · 市面上主要可使用的學習平台 (LMS)
 - Microsoft Teams
 - Google Classroom
 - Edmodo













學習管理平台

- 其他免費學習工具
 - Kahoot
 - Quizlet
 - Plickers
 - Quizizz
 - Poll Everywhere
 - 其他......









Quizlet







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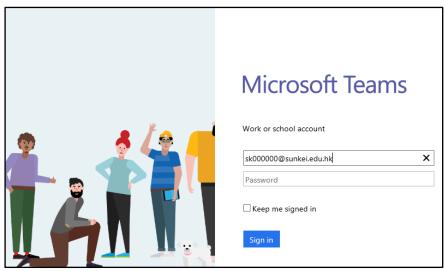
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Microsoft Teams在教學上的應用

Savay Way And March and Savay Way Way Way Way

登入系統

- 開啟瀏覽器(Internet Explorer、Microsoft Edge或Google Chorme皆可
- •到訪下列網站(<u>http://teams.microsoft.com</u>
- 先輸入使用者名稱及密碼









版面結構



科目代號的解釋:

[17-18] <u>4C</u>- <u>Math</u> 學年 班別 科目

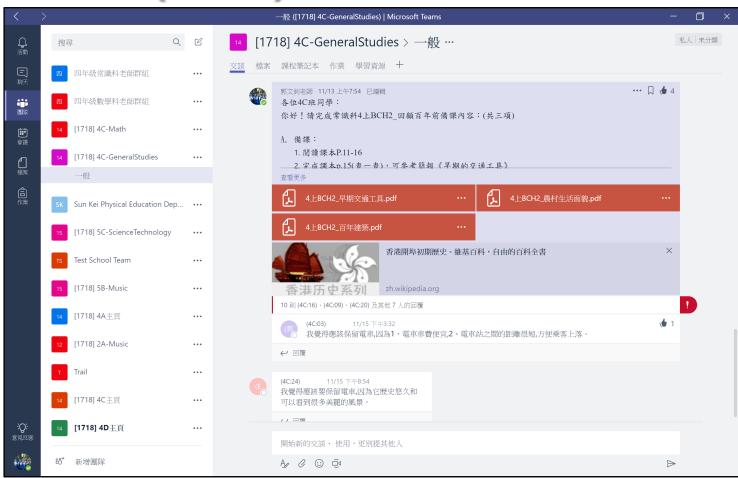
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A. 交談 (備課)



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可直接使用Microsoft OneNote桌面版







可直接使用Microsoft OneNote桌面版







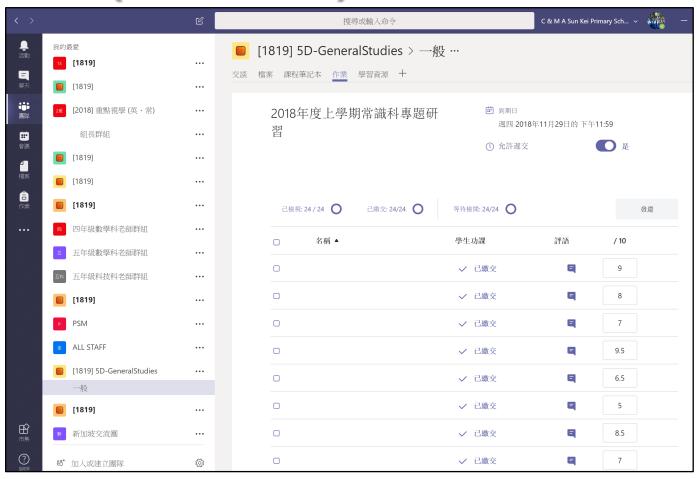
Microsoft OneNote桌面版-版面介紹







C. 功課 (課堂延伸)

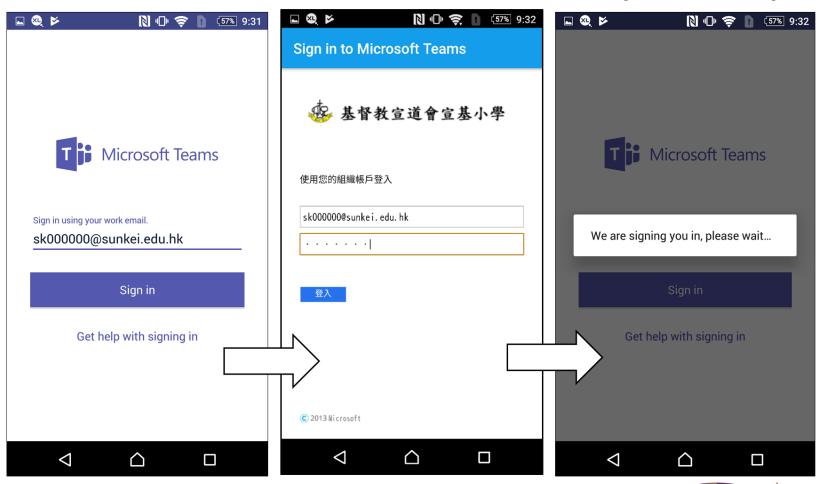


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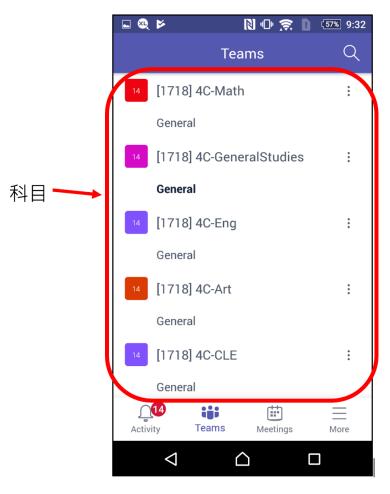








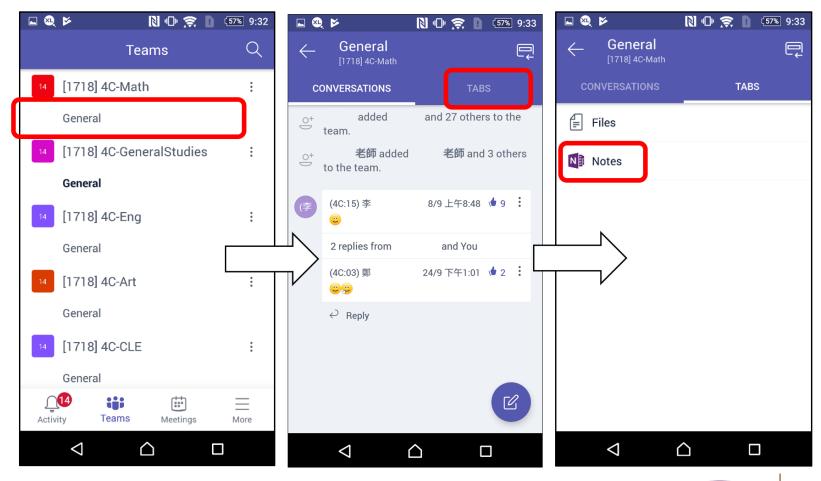




科目代號的解釋:
[17-18] <u>4C</u>- <u>Math</u>
學年 班別 科目

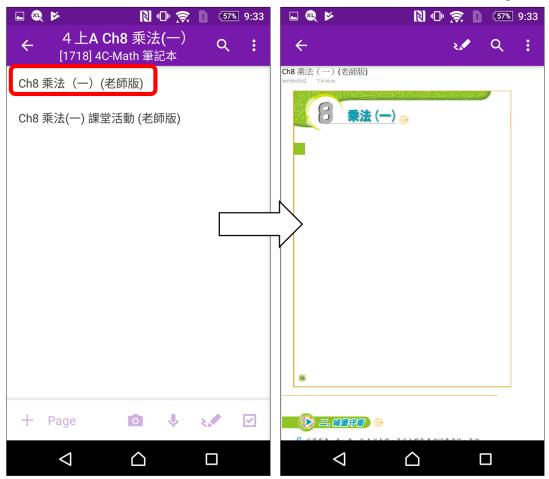








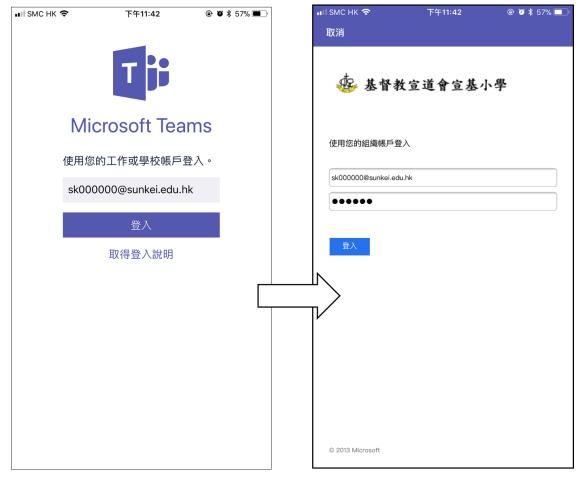


















科目代號的解釋:

[17-18] 4C - Math

學年 班別 科目



















Google Classroom的實際操作 以及 對教學上的影響

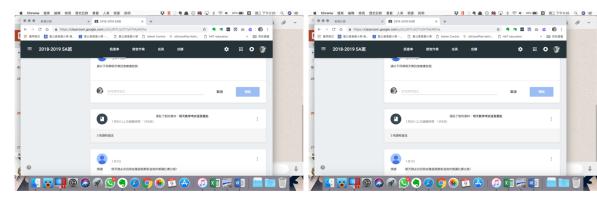
Savay Way And War and Savay Way And Way Way Way

「公告」功能「資料」功能

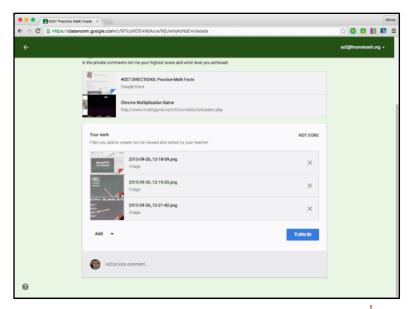




- 「公告」功能
 - 。 課管、班風經營
 - 。同學間互動討論



- 「資料」功能
 - 。 預習資料(翻轉課堂)
 - 。單向式展示答案、工作紙、延伸閱讀、學生佳作...
 - 。資枓的使用例子: 學生作品展示







「問題」功能





- 「問題」功能
 - 。更容易監察學生的預習、檢查學習進度、回饋學生
 - 。 省卻「收功課」,並隨時隨地可以「檢查/批改功課」
 - 。同學可以檢視其他人的答案,互相學習

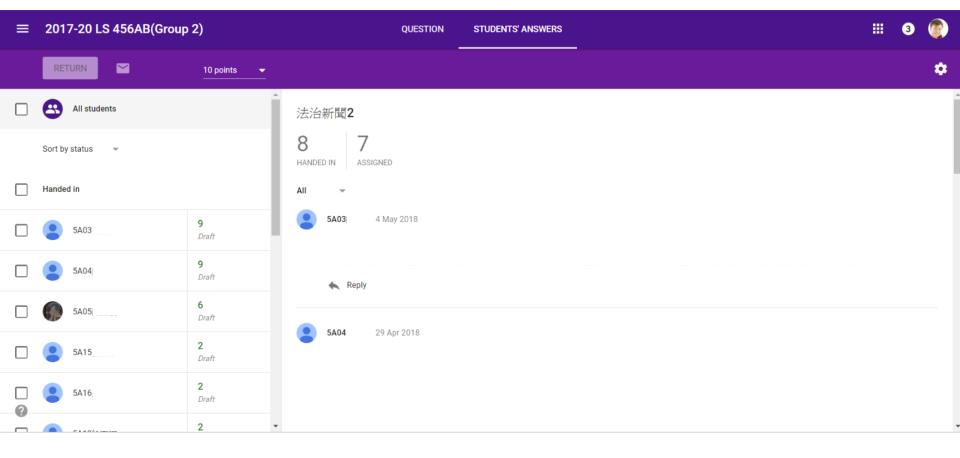


Engage your students in question-driven discussions





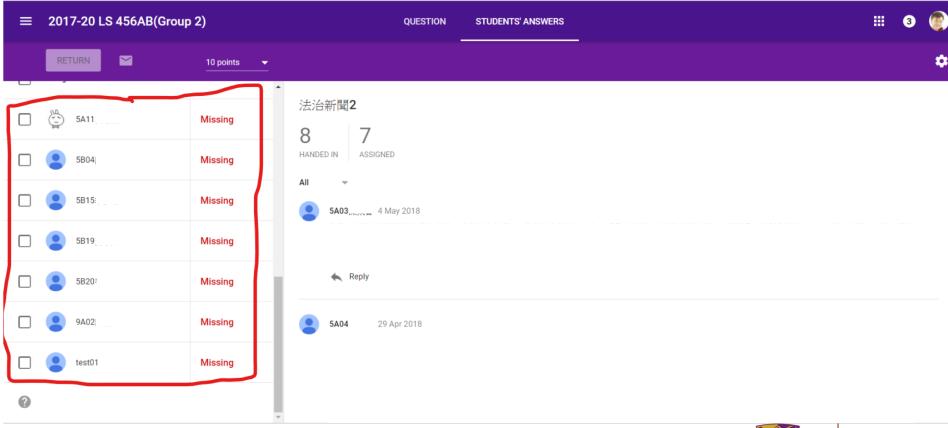
「問題」功能 @ LS 課堂SBS







即時清楚繳交狀況







「問題」功能

問題的有關例子——法治新聞 I this will show in Google Classroom



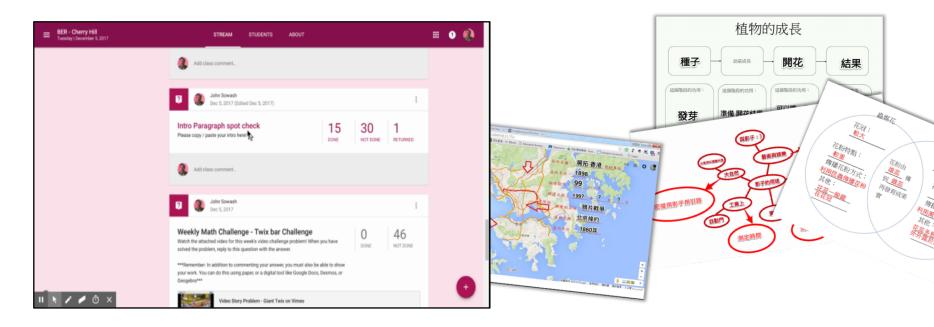


「課業」功能





- 「課業」功能
 - o與「問題」功能類似
 - o 彈性更大 → 可以共同協作文件、獨立繳交文件、支援學 習上傳自己的檔案







• 不同類型的功課:

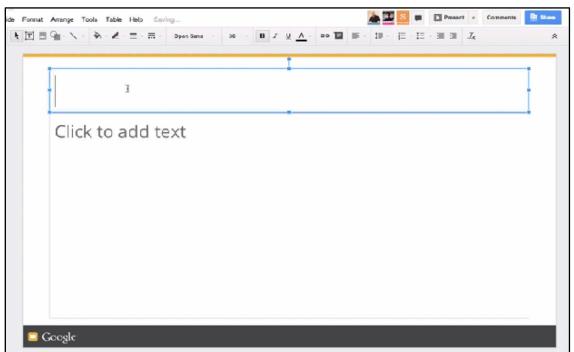
| 中文 | 英文 | 數學 | 常識 | 視藝 |
|--------------------------------|---|-----------------|----------------|-------|
| 翻轉教室(Flipped Classroom) / 資訊分享 | | | | |
| ●討論/探究活動 動 ●篇章閱讀 | 錄音功課急口令作句 | •利用拍片解釋 數學概念 | •篇章閱讀 •短片分享 | •作品分享 |

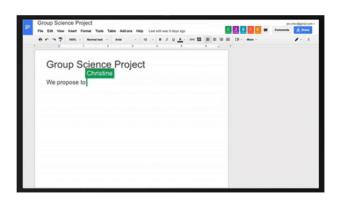
- 學生解釋數學概念短片
- 自動批改網上練習





- 共同編輯
 - 。 實時、同步、共同協作 (例子)
 - 。由老師單向的教授至學生互相學習
 - 。學生至老師









共同編輯 @ LS

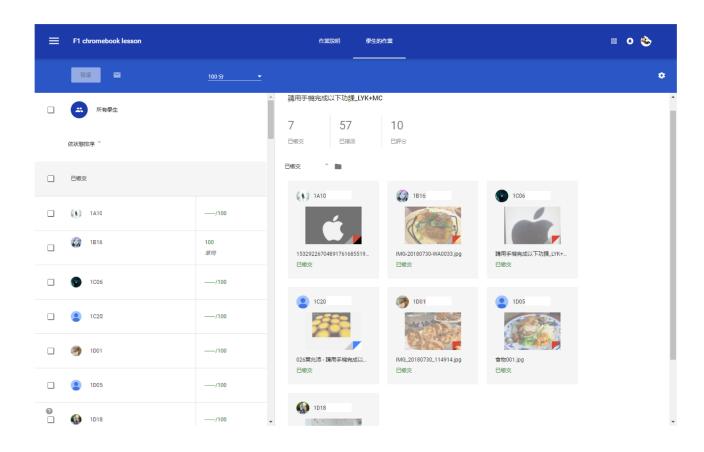
- 作業有關的例子——你是否支持改革戶籍制度?





「課業功能」

<u>問題交分組/個人作業的例子:認識政黨</u> SBS

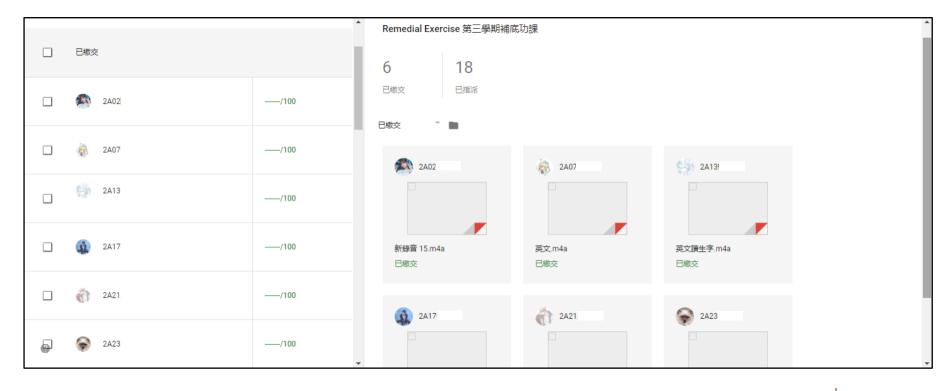






「課業功能」@ English Language 課堂 (optional)

學生上傳錄音文件作為課業_sbs







學生至老師(optional)

- 資料搜集
- 廣泛程度
- 生活化



• 上載一張區議的相片





「重覆使用」功能





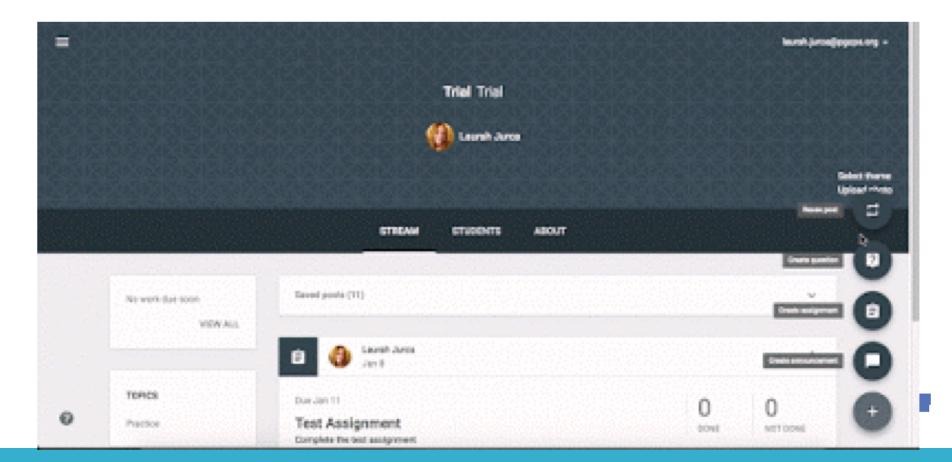
- 「重覆使用」功能
 - 。老師至老師的分享
 - ■同一年
 - 下一年



Easily reuse any post in Google Classroom

老師至老師的分享

同一年重覆使用 共同classroom

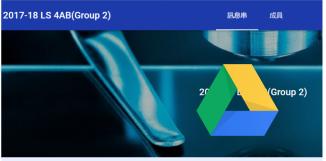


老師only

Nick + Barton + Carmen









Gp 1 Nick + Stu Gp 2 Carmen + Stu Gp 3
Barton + Stu

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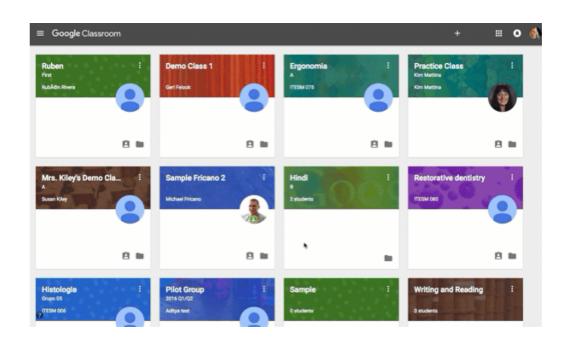




老師至老師的分享

下一年度 資料管理 人手流動









老師only

下年度老師only

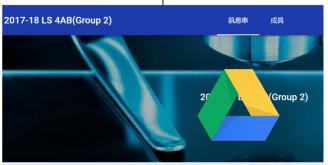


Nick + Barton + Ada











Gp 1 Nick + Stu

Gp 2 Carmen + Stu

Gp 3
Barton + Stu

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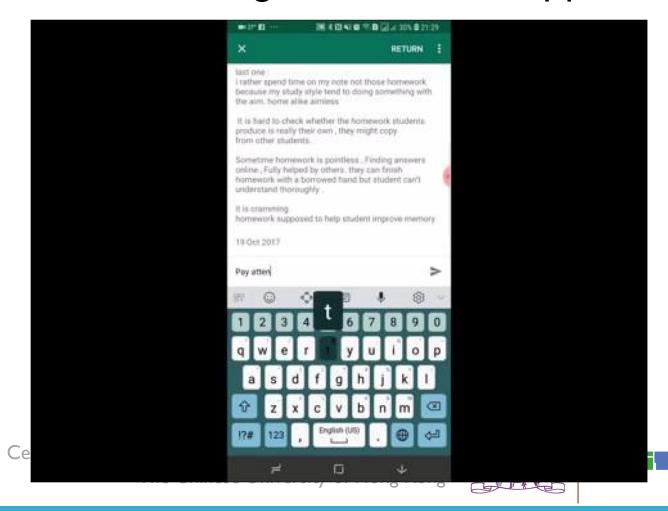


Other use of Google Classroom





如果在手機中已安裝Google Classroom Apps











We are building the largest global online learning community









Why did they create Edmodo?

Founded in 2009 by two classroom teachers Nic Borg and Jeff O'Hara from US

Nic and Jeff wanted to compensate the lack of IT workflow between teachers, students and parents!

They teamed up to develop a secure place that could enable students, teachers as well as parents to connect and collaborate, share content and educational applications, access homework and other tasks, discuss classroom activities, and alert each other in case of exam dates or any events.



Watch about
Edmodo CoFounders Nic Borg and Jeff O'Hara







95,000,000+ Registered Users

In 400,000 schools in 192 countries

Edmodo...











is FREE!

fits ALL devices

Connecting teachers, students, and parents

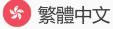
Connected with Google and Microsoft



Supports multiple languages











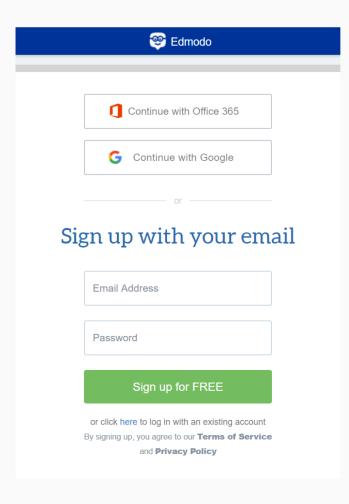


Learn More. Teach More.

Edmodo provides a safe environment for students to navigate social media, and at the same time allowing teachers to cut down on paperwork and expand their professional network online.

Creating Edmodo accounts





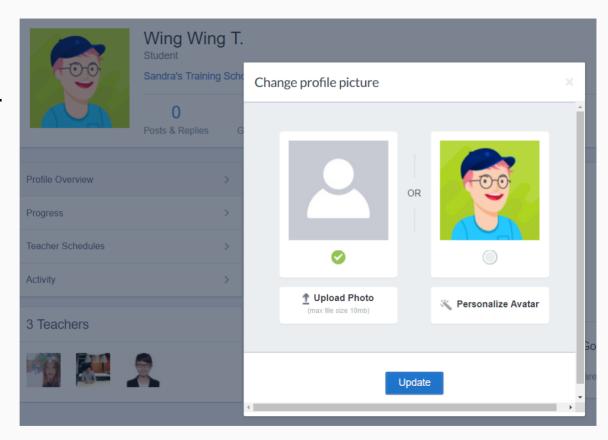
- 1 NetDragon creates Edmodo teacher and student accounts for the whole school
- 2. Go to www.edmodo.com
- 3. Enjoy Edmodo!

Creating Edmodo accounts (2)

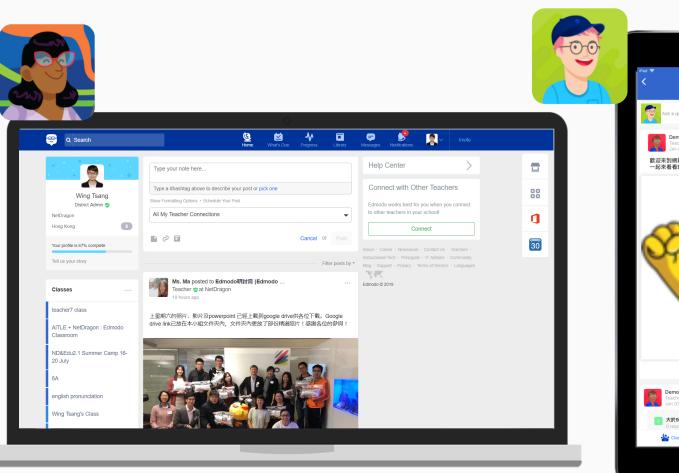


Student account:

Design own avatar as profile picture



Edmodo homepage





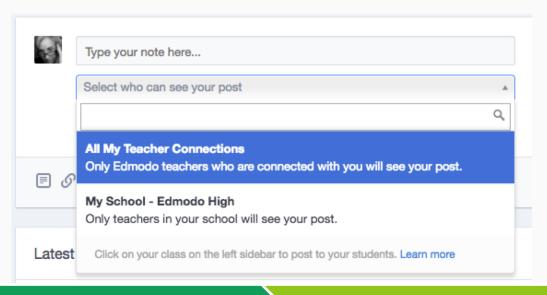




Learn More.



Posting a note - communication



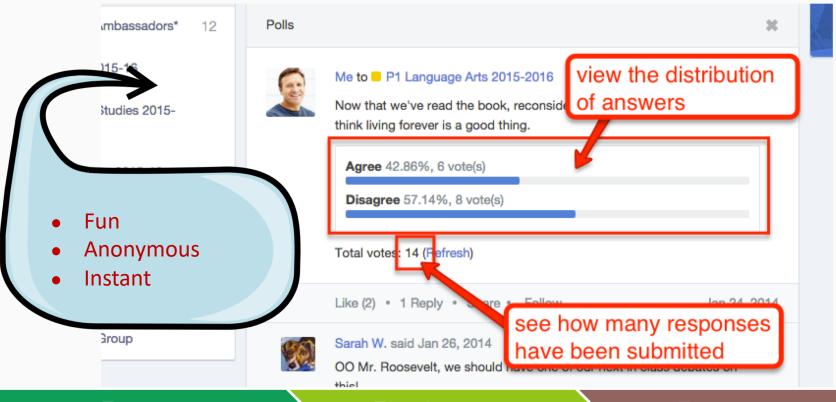
- share to your connections or your school
- send a post to your Classes or Groups
- post Within your Classes, send
 Notes, Assignments, Quizzes, Polls,
 etc

Pre-lesson

During lesson







Pre-lesson

During lesson

Quizzes







Auto-graded question types:







Multiple choice



Matching



Teacher-graded question types:



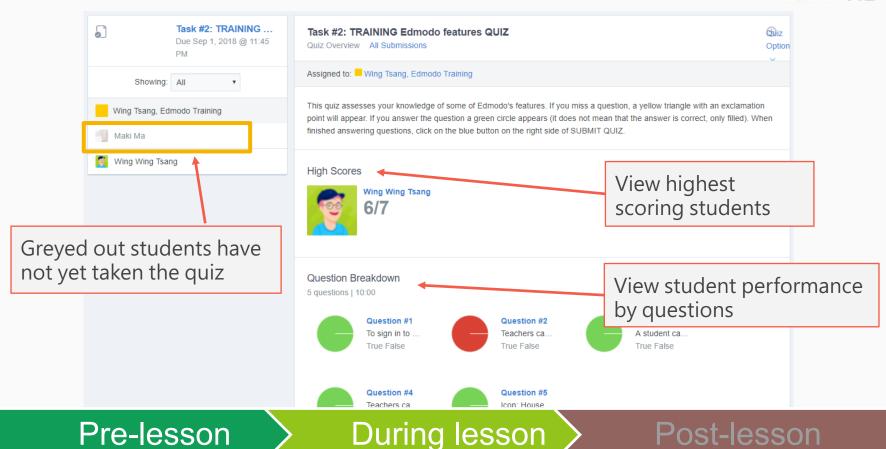
Short / long answer

Pre-lesson

During lesson

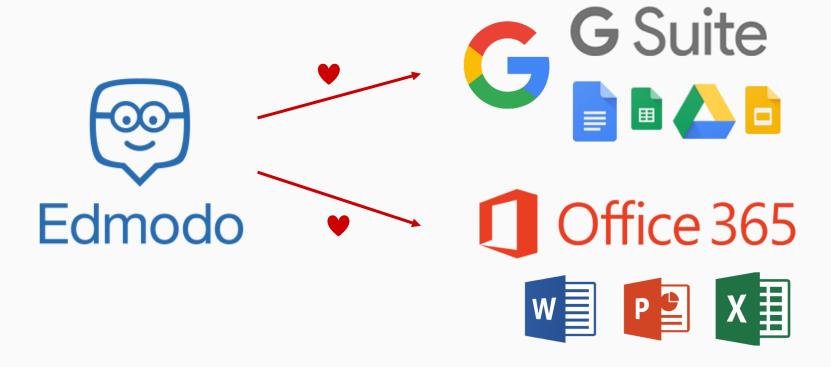
Edmodo Quiz (Teacher)





Assessment - Assignments

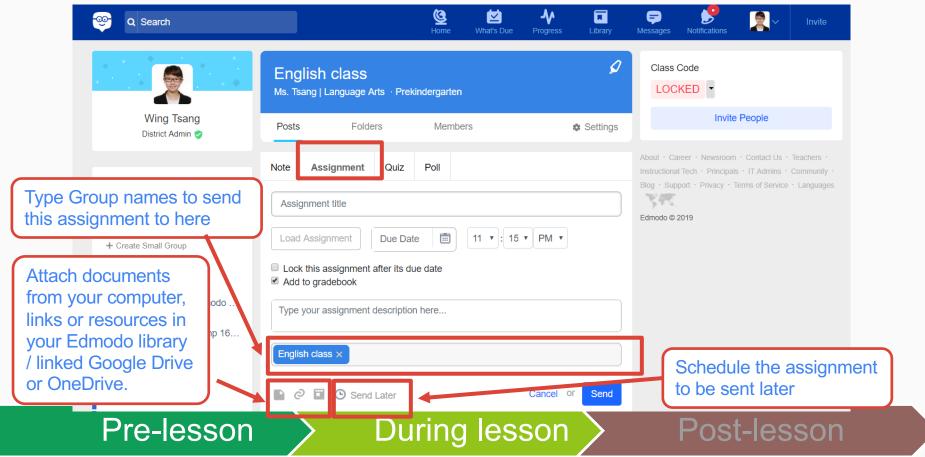




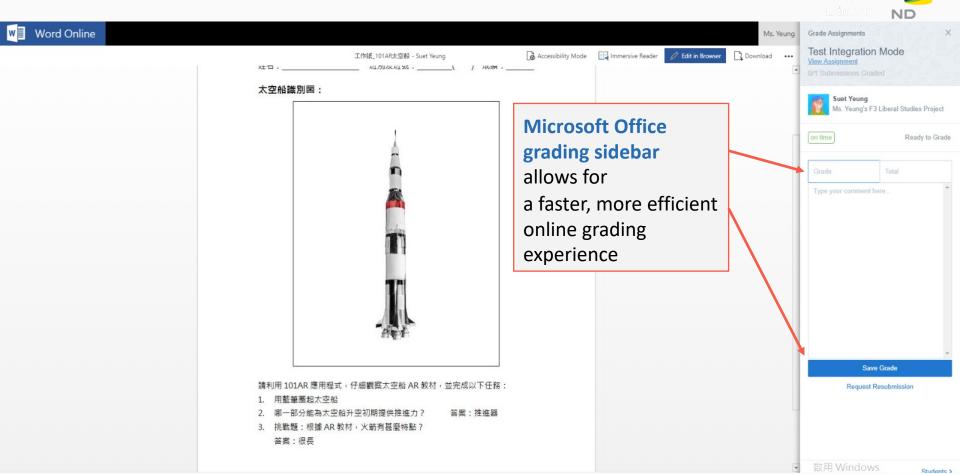
Sending and Managing Assignments (Teacher)





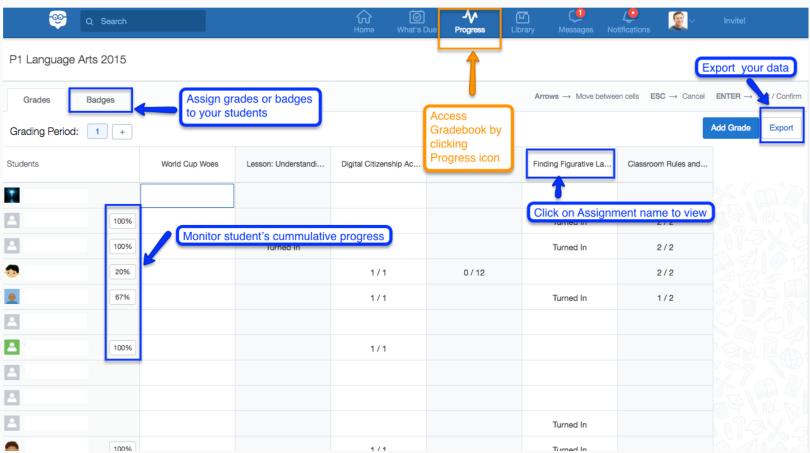


Grading Assignments (Teacher)



The Edmodo Gradebook



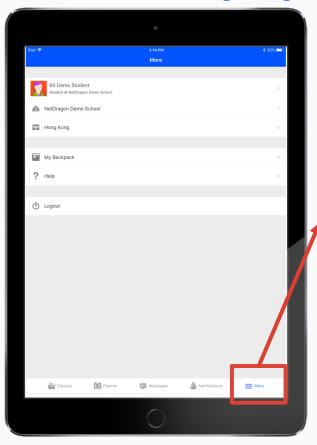


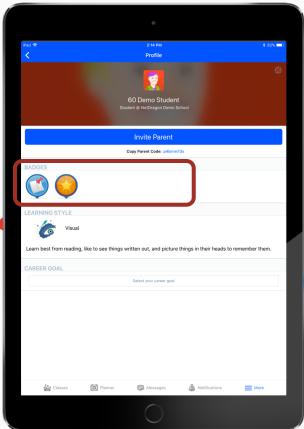
Gamified Classroom with Badges





Students – checking badges being awarded





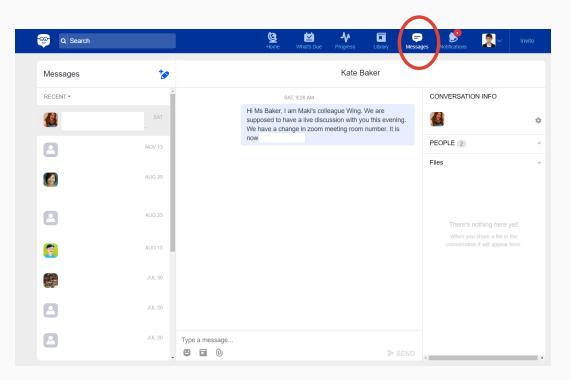


Recognize your student's achievement! Character building!

Communication - messaging









- message your personal connections, fellow teachers, students or parents individually or in group
- without disclosing email or mobile number

Pre-lesson

During lesson

Interactive classroom - Discussions



Edmodo facilitates discussion <u>in and outside of the classroom</u>. Students can share their thoughts by giving text responses, posting a link or even stretching a mindmap.

Pre-lesson

During lesson



Edmodo Parents



Pre-lesson

During lesson

dmodo Parents – Start using Edmodo



All parent needs is the parent code from their child's account to get started on edmodo.com

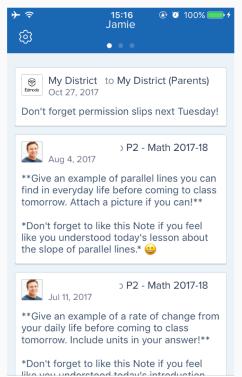


Pre-lesson

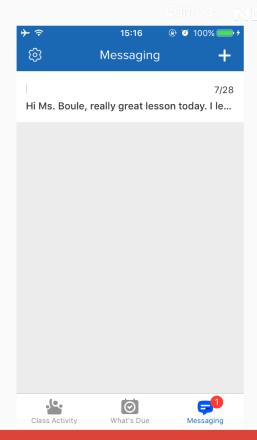
During lesson

Edmodo Parents – Edmodo Parent App









Pre-lesson

Messaging

What's Due

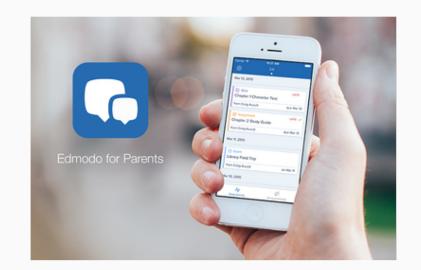
Class Activity

During lesson





- ► Direct Messaging allows you to send and receive notes directly with your child and their teachers.
- ► Receive automatic updates through SMS, email, or our app -- whichever you prefer.
- ► Home Stream follow your child's class discussions, assignments, due dates, grades and more.



Pre-lesson





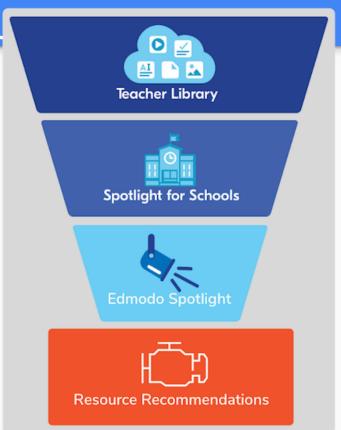
Teach More.





Teaching & Learning Resou

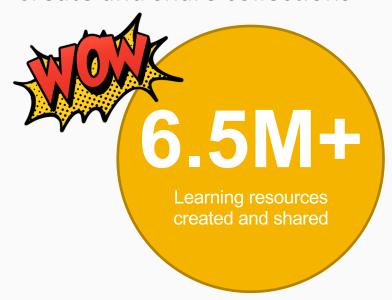
- Connect with colleagues in the largest network dedicated to education.
- Save time and grow by following educators and gaining ideas and resources.
- Build your professional reputation by sharing your best lessons.

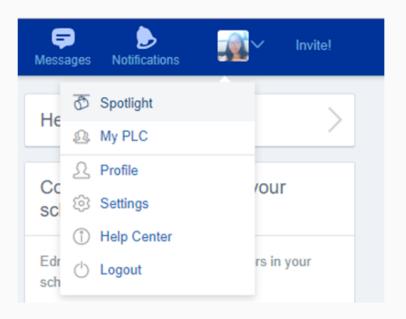


Teaching Resources - Edmodo Spotlight



- Search for resources created by fellow teachers
- Access resources from publishers and other trusted content providers
- Share your resources to help other teachers succeed
- Create and share collections





Learning Resources – self-directed learning





Ask Mo for students: https://askmo.edmodo.com/



Q Search... X

About

Feedback

Back to Edmodo



ROLL THE DICE

GRADE LEVEL

Elementary School
 Middle School
 High School

CATEGORY

Acting

Animals

Art

Dance

Mathematics

Music

Our Planet

Plants

Reading & Writing

Science

Sport

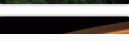










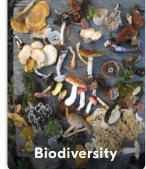




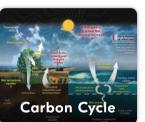


















Teachers help teachers!







Edmodo Certified Training Programme



- Reaching ISTE (International Society for Technology in Education) standards
- Entering ECT Professional Learning
 Community, exchanging ideas with the global
 ECT networks



1st Edmodo Certified Trainer (Asia) Programme



- Trainee teacher taking online course and giving life presentation
- Connecting with overseas educators
- Getting in touch with Edmodo Product Team
- Meeting university professor



2nd Edmodo Certified Training (Asia) Programme



TAY TUNED ...