



聖士提反書院附屬小學

*St Stephen's College Preparatory School*

To: All Parents  
From: Dr Agnes Wai, Principal  
Date: 7<sup>th</sup> April 2020

**Novel Coronavirus**  
**Special Notice (7)**

Based on the feedback received from various stakeholders, following steps will be taken to make **online learning** more effective:

**1. Security Measures for Zoom Video Class:**

- Students will use the 'Meeting Password' to access the 'Waiting Room' of the meeting. They will also need the approval by the teachers before entering the Zoom classroom (If the Password has not been received, please contact Mr Sammy Lam as soon as possible).
- The 'Meeting Password' will be changed every two weeks, and the new password will be sent to parents via email regularly.
- **Do not disclose any 'Meeting ID' and 'Meeting Password' to others.**
- For privacy concerns, please do not record any 'Zoom Video Class' in any form (including photos).

**2. Rules for Zoom Video Class:**

- Try to arrange a quiet environment for students to stay focused during the Zoom Video Class. If necessary, students can also use earphones.
- Students should sit and concentrate in the class. They should follow teachers' instructions, do not walk around or eat, or use other functions and modes in the system without permission.
- Students should log into the classroom with their full names (not other nicknames).
- After logging into the classroom, students should activate the camera of their devices and meet their teachers and classmates.
- Please keep at 'mute' mode during the class, teachers will turn off the mode when necessary to let students interact.

**3. Meet Your Teachers:**

- In order to further enhance the interaction between students and teachers during the suspension period, **from April 20 (Monday) after the Easter holiday**, a session of Meet Your Teachers will be arranged for each grade once a week. This session will be an informal sharing session where students can interact with their teachers and classmates.
- This session will be hosted by a core subject (Chinese, English, Mathematics) teacher through Zoom. Please refer to the appendix for the schedule.
- **Meet Your Teachers will begin at 11:15 am (around 30 minutes per session).**
- The host teacher of the session will be listed in the assignment record one School day in advance. Students should log into the meeting punctually.
- The arrangement and time of other Zoom Video Classes will remain unchanged.
- The broadcast of other teaching videos, worksheets and assignment will remain unchanged.

**4. Screen Time Control**

- The School considers students' screen time when arranging various online learning platforms and activities, hoping to achieve a balance.
- To prevent the negative influence of screen time on students' eyes, students should avoid using electronic devices for too long each day. They must take a short break and do some eye exercises after using the devices every 30 to 40 minutes.



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## 新型冠狀病毒肺炎 特別通告 (7)

本校在收集各方意見及經討論後，現把網上學習需注意之事項列下，敬請家長留意：

### 1. Zoom 視像課堂之保安措施：

- 由本星期起，學生需使用「會議密碼」進入會議的「等候區」，並由老師批准後才可進入該 Zoom 視像課堂（本校已把有關的「會議密碼」透過電郵發予各家長；如仍未有接收，請盡快與林偉雄老師聯絡）；
- 「會議密碼」將每兩星期更改一次，新密碼亦會定時透過電郵發予各家長；
- 切勿洩露任何「會議名稱」及「會議密碼」；
- 由於個人私隱問題，請勿以任何形式（包括拍照）錄影各 Zoom 視像課堂。

### 2. Zoom 視像課堂之規則：

- 請家長盡量安排一個獨立及寧靜的環境，讓學生能更集中上課；如有需要，亦可使用耳筒；
- 學生應坐下來專心上課，並遵守老師的指示；切勿四處走動、飲食，及在未經准許下擅用系統內的其他功能和模式；
- 為方便老師進行互動，學生需以個人全名（非其他綽號）登入課堂；
- 登入課堂後，請啟動鏡頭以能與老師及其他同學見面；
- 課堂期間請保持在靜音模式，老師會在有需要時關閉模式讓學生發言。

### 3. 「與老師會面」 (Meet Your Teachers)：

- 為進一步加強學生與同學及老師於停課期間之互動，由復活節假期後 4 月 20 日（星期一）起，各級每星期將安排一節「與老師會面」，內容並非教學性，多為一些富趣味之分享；
- 「與老師會面」將由各班其中一位主科（中文、英文、數學）老師透過 Zoom 實時主持，時間表請見附件；
- 「與老師會面」將於早上 11:15 開始，每節約三十分鐘；
- 主持老師之安排將於一個上課天前在功課記錄表中列出，請學生依時登入相關老師之會議；
- 其他 Zoom 視像課堂之安排及時間將維持不變；
- 其他教學影片、工作紙及功課記錄表之播送安排亦將維持不變。

### 4. 使用電子產品的時間：

- 本校在安排各項網上學習平台及活動時，亦充份考慮學生使用電子產品的時間，盼能取之平衡；
- 為免影響眼睛發展及健康，學生應避免每天過長時間使用電子產品；每次使用 30 至 40 分鐘後，亦應稍作休息，並多做眼睛運動。

以上通告  
一至六年級家長

校長  
衛燕華博士

二〇二〇年四月七日

**Online Teaching Schedule (From Apr 20)**

**網上學習時間表 (由4月20日起)**

**APPENDIX 附件**

	<b>Monday</b> 星期一	<b>Tuesday</b> 星期二	<b>Wednesday</b> 星期三	<b>Thursday</b> 星期四	<b>Friday</b> 星期五
<b>G1</b>	<b>中文 (Zoom)</b> English Maths Science Music	中文 English Maths P.E. <b>MYT (11:15)</b>	中文 <b>English (Zoom)</b> Maths Science V.A.	中文 English Maths B.K.	中文 English <b>Maths (Zoom)</b> Computer
<b>G2</b>	<b>中文 (Zoom)</b> English Maths Music	中文 English Maths Science P.E.	中文 <b>English (Zoom)</b> Maths V.A.	中文 English <b>Maths (Zoom)</b> Science B.K.	中文 English Maths Computer <b>MYT (11:15)</b>
<b>G3</b>	中文 English <b>Maths (Zoom)</b> Computer	<b>中文 (Zoom)</b> English Maths Music	中文 English Maths Science P.E. <b>MYT (11:15)</b>	中文 <b>English (Zoom)</b> Maths V.A.	中文 English Maths Science B.K.
<b>G4</b>	中文 English Maths Science B.K. <b>MYT (11:15)</b>	中文 English <b>Maths (Zoom)</b> Computer	中文 English Maths Science Music	<b>中文 (Zoom)</b> English Maths P.E.	中文 <b>English (Zoom)</b> Maths V.A.
<b>G5</b>	中文 <b>English (Zoom)</b> Maths V.A.	中文 English Maths Science B.K.	<b>中文 (Zoom)</b> English Maths Computer	中文 English <b>Maths (Zoom)</b> Science Music	中文 English Maths P.E. <b>MYT (11:15)</b>
<b>G6</b>	中文 English Maths P.E.	中文 <b>English (Zoom)</b> Maths V.A.	中文 English <b>Maths (Zoom)</b> Science B.K.	中文 English Maths Computer <b>MYT (11:15)</b>	<b>中文 (Zoom)</b> English Maths Science Music

\* MYT = "Meet Your Teachers" (Session begins at 11:15 am)  
MYT = 「與老師會面」 (於早上11:15開始)