

Taipei Municipal Xisong Senior High School

Campus Learning Devices and Charging Cart Management Regulations

Approved by the School Affairs Meeting on August 29, 2023

- I. These regulations are established in accordance with the Ministry of Education's "Principles for the Use of Learning Devices in Primary and Secondary School Campuses."
- II. To guide students, faculty, and professional instructors in the appropriate use of learning devices on campus, maintain school order and safety, teach device usage etiquette, and promote effective student learning, these campus learning devices and charging cart management regulations (hereinafter referred to as "these regulations") are established.
- III. "Learning devices" in these regulations are divided into two categories: student-provided devices and school-provided devices. Student-provided devices refer to tablets or laptops purchased by parents, excluding mobile phones. School-provided devices refer to tablets procured by the school and equipped with school-designated device management systems. Both types of devices are used for teaching or student learning.
- IV. Regulations for Student-Provided Learning Devices
 1. Students are responsible for the safekeeping and maintenance of their devices while on campus. When not in use, devices should be properly stored. Charging is only allowed using the classroom charging cart or charging station, not classroom sockets or personal extension cords.
 2. Classroom charging carts are located in the library area on the 5th floor (including discussion rooms and reading rooms) and are only for charging and storing student-provided devices. The area is monitored by cameras, and assistance from library staff is required to retrieve devices.
 3. The keys to the classroom charging carts are centrally managed by the library. Generally, students should keep their devices. If students need to charge or temporarily store their devices, the class IT manager should borrow the keys from the library and place the devices in the classroom charging cart.
 4. Student-provided learning devices should be used primarily for learning purposes. Using games or non-educational applications during class is prohibited.
 5. When students use their devices to connect to the school's Wi-Fi, the IT department reserves the right to use a firewall to inspect students' browsing for non-educational purposes.
- V. Regulations for the Use of School-Provided Learning Devices
 1. To borrow school-provided devices and charging carts, register with the duty teacher at the library counter. Equipment and related accessories should be checked on-site upon borrowing and return. Borrowers must back up personal data and remove any non-original content, files, or applications before returning the devices.
 2. School-provided devices should be returned on the same day. For long-term borrowing due to economic hardship, submit relevant proof for a special application to the school, and complete the Taipei Municipal Xisong High School Long-Term Borrowing Application Form (see attachment). Devices should be returned by the end of the semester.
 3. Devices should be charged using the library charging cart and returned on the same day. Unauthorized use of classroom or other campus power sources is prohibited without school or teacher approval.
 4. Borrowers must respect intellectual property rights, comply with campus internet use

- regulations, and adhere to Taiwan Academic Network management guidelines.
5. To ensure normal operation, borrowers must not dismantle school-provided devices or delete relevant applications.
 6. School-provided devices come pre-installed with the default operating system and applications. Borrowers must not change or crack the operating system or applications. Violations during the borrowing period will be dealt with according to school rules and relevant regulations.
 7. In case of loss, theft, or damage to borrowed devices, notify the relevant school unit immediately. The school will convene meetings to determine responsibility and may require compensation if necessary.
 8. For device malfunctions or other issues that prevent normal use, notify the relevant school unit. The school will appoint a designated vendor for repairs. Third-party repairs are not allowed.
 9. Improper use or destructive behavior causing damage to borrowed devices will result in compensation liability. The school may revoke the student's long-term borrowing privileges if necessary.
 10. If a device is lost (and not recovered within three months) or damaged beyond repair, the borrower (including class users) must compensate the school with a second-hand item of the same brand and specifications.

VI. Charging Cart (Station) Usage Regulations

1. Charging carts (stations) are for charging learning devices of students and staff only.
2. Ensure the charging specifications of the devices before use, and select appropriate charging cables accordingly.
3. Charging carts (stations) are for learning devices only; other electronic devices should not be plugged in.
4. If charging fails, or if there are issues with power or USB outlets, notify the management unit immediately.
5. Use charging carts (stations) properly to avoid damage or theft. Users are responsible for any damages or losses due to improper use.
6. The school is not liable for damages to personal devices if regulations are not followed or if personal factors cause damage during charging. Users must compensate for damages to school property.
7. Violations of usage regulations or behaviors affecting others' usage rights may result in suspension of charging privileges.

VII. Information Ethics and Common Guidelines

1. Students must comply with copyright laws, personal data protection laws, and respect intellectual property rights. Follow campus internet usage regulations and Taiwan Academic Network guidelines, and do not disrupt classes or interfere with teaching.
2. Students should not share the school's wireless network authentication passwords with others or use others' accounts to access electronic documents, emails, or other communication software.
3. Inappropriate content such as harassment, stalking, threats, personal attacks, obscene or vulgar language must not be posted.
4. Recording, filming, or photographing without permission from teachers is strictly prohibited.
5. The school will filter inappropriate online content through firewalls to protect students from harmful information.
6. Students should avoid non-educational websites to prevent viruses and ensure network security. Report suspicious information to teachers or IT staff immediately.

7. The school reserves the right to monitor and access learning devices and store student emails and internet access records for security purposes. Student use of the school network will be supervised by relevant regulations and teachers.
 8. Learning devices should be charged at designated school locations. Unauthorized use of classroom or other campus power sources is prohibited.
 9. Learning devices should be stored in secure locations within the school, such as charging carts or personal lockers with locks. During long holidays, school-owned devices should be stored in designated management areas. Students are responsible for their devices during holidays.
 10. Non-educational devices used on campus by students, staff, and professional instructors must comply with campus and information security guidelines.
- VIII. Maintain a minimum distance of 45 cm from learning devices during use. Follow the 3010 principle (30 minutes of use, 10 minutes of rest) and SH150 (students should exercise 150 minutes per week) guidelines, incorporating resources on vision care, physical education, and information literacy.
- IX. Violations of these regulations will be dealt with according to school rules and relevant regulations. Financial losses incurred must be compensated.
- X. Severe violations of learning device usage may result in the school notifying parents and prohibiting the student from bringing or using devices during classes.
- XI. These regulations are effective upon approval by the School Affairs Meeting and subsequent approval. They will be published on the school's website. Amendments follow the same procedure.

【Appendix】

**Taipei Municipal Xisong High School Learning Device
(Long-Term) Loan Application Form**

Application Date : Y/ M/ D/

Applicant's Information

Name of Borrower		Class	Year	Class
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Legal Guardian Contact

Name of Guardian :	Home Phone :	Cell :	Office :
Relationship :			

Purpose of Use (to be filled by guardian)	Guardian's Signature :
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Device Model to be Borrowed	<input type="checkbox"/> ipad (charging accessories included):No. <u>To be filled by the library</u> <input type="checkbox"/> surface go (charging accessories included) :No. <u>To be filled by the library</u> <input type="checkbox"/> others: (please specify)
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Condition of the Device <small>To be filled by the library</small>	<input type="checkbox"/> All good <input type="checkbox"/> Malfunction notes :
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Loan Period	Y/ M/ D/ to Y/ M/ D/
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班級導師 (Homeroom teacher signature)	資訊組長 (ICT Section Chief)	圖書館主任 (Chief of Library)

歸還登記		
歸還日期	年 月 日	
歸還數量	<input type="checkbox"/> 符合申請數量 <input type="checkbox"/> 未符合申請數量，尚缺：	
設備狀況	<input type="checkbox"/> 無 <input type="checkbox"/> 異常備註：	
歸還補正	<input type="checkbox"/> 無須補正 <input type="checkbox"/> 已完成補正，說明：	
班級導師	資訊組長	圖書館主任

[Important Notes]:

1. The borrowing period for school learning devices (hereinafter referred to as "learning devices") should generally end by the end of the semester. Class advisors should supervise the usage, regularly checking the devices and students' learning usage. If a student does not use the learning device for learning purposes during school, the school may revoke the student's long-term borrowing privileges depending on the severity of the situation.
2. If a learning device is misused or improperly used resulting in damage, the responsible party must fully compensate for the damage upon verification. If necessary, the school may revoke the student's long-term borrowing privileges.
3. Students wishing to install programs on the learning device that are not pre-installed by the school must obtain approval from the school before installation for record-keeping purposes. Before returning the device, students must back up their personal data and remove all non-original content, files, and applications. Once returned, the device will be reset to its original state, and the school will not be responsible for preserving personal data.
4. Learning devices should be charged at designated school charging locations. Without school or teacher approval, classroom or other campus power sources should not be used. Devices should be stored in secured areas, charging carts, or personal lockers with locks within the school.
5. In case of loss, theft, or damage to the learning device, report it immediately to the relevant school unit for joint handling. Do not hand it over to third-party repair services. The school will hold relevant meetings to clarify responsibility and may require compensation if necessary.
6. To maintain normal operation, borrowers must not dismantle learning devices, delete or replace pre-installed operating systems or applications. Violations during the borrowing period will be dealt with according to relevant regulations based on the severity.
7. Students must comply with copyright laws, personal data protection laws, and respect intellectual property rights. They must follow campus internet usage regulations and Taiwan Academic Network guidelines, supporting teachers' teaching and learning activities without disrupting others' learning, classroom order, or interfering with teaching.
8. Students should not share personal user accounts and passwords with others or use others' accounts to access electronic documents, emails, and other communication software. They must not post inappropriate content such

as harassment, stalking, threats, personal attacks, obscene, profane, or vulgar language.

9. During school learning periods, it is strictly prohibited to use learning devices for non-learning related activities such as games, social chatting, calls, or posting. Without teacher approval, students must not record, videotape, or take photos on campus.
10. While using learning devices, students must use the school's wireless network (Wi-Fi) and, for security reasons, may not use personal telecommunications networks (e.g., 4G/5G hotspots) without teacher approval. Wired connections to private devices are also prohibited.
11. The school will use firewalls to filter the information students access from the internet, preventing exposure to inappropriate content.
12. Students must not visit non-educational websites to avoid viruses that could affect school network security. If students inadvertently visit inappropriate websites or receive suspicious information, they should immediately report it to their teacher or school IT staff.
13. For serious violations of the school's "Campus Educational Devices and Charging Cart Management Regulations," the school reserves the right to discipline the student.