

SHUN LEE CATHOLIC SECONDARY SCHOOL (2016-2017)

25 October 2016

Dear S1 Parents/Guardians,

Circular No. 19
eClass Mobile Application for Parents

To support environmental protection and strengthen the communication between parents and school, our school has adopted the use of mobile application for dissemination of school information. Many parents have already downloaded and installed “eClass Parent App” in their mobile devices to receive our push messages, electronic circulars and latest school news automatically. Starting from 1st November of this academic year, our school will issue school circulars to S1 parents through eClass and parents can sign the reply slip electronically via your smartphone. For the arrangement of using “eClass Parent App”, please take note of the following:

1. Please follow the attached instructions to install the “eClass Parent App” on your mobile device. You can use the “eClass Intranet” username and password (Refer to circular No. 6, Attachment II) to login the app. A testing e-circular has been sent and you should be able to see it once you login the app. Please sign this circular electronically with your password.
2. The password of your “eClass Intranet” and the “eClass Parent App” will be reset on 28th October, 2016. A new password will be distributed to you on the Parents Meeting (29th Oct) through our class teachers. For security reason, please change your password immediately after the first login. This password is equivalent to your signature. Please never disclose this password to your son/daughter.

As we know that some parents may not know how to use the mobile apps, we will therefore set up a counter in the school hall and arrange student IT helpers to help you install and use the “eClass Parent App”. Parents who need help please go to the counter during the tea break after the PTA AGM.

Should you have any enquiries on the use of eClass App, please call 2337 2123 to contact the IT team of BroadLearning Education (Asia) Limited.

Yours faithfully,

Chim Yin Chu (Ms)
Principal

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Reply Slip

Circular No. 19 (2016-2017)
eClass Mobile Application for Parents

Name: _____ Class: _____ () Date: _____

Dear Ms Chim,

Your circular dated 25th October 2016 concerning the details of the “eClass Mobile Application for Parents” is noted with thanks. I will *:

- install / have installed eClass App. I also agree to use eClass App for replying school circulars.
- not use eClass App at this moment. Please continue to issue me hardcopies of school circulars.

Yours sincerely,

Signature of Parent

**Please put a tick in the appropriate box*

順利天主教中學
學校通告19 (2016-2017)
有關電子通告及即時訊息事宜

敬啟者：

為支持環保，減少用紙，以及進一步提高家校通訊的效率，本校於上學年起以電子通告形式發放學校資訊，不少家長已選擇使用智能手機，透過 eClass Parent App 查看學校通告及接收學校資訊。由本學年十一月一日開始，本校將透過 eClass Parent App 對中一同學發放學校通告及即時訊息，有關本校發放電子通告及即時訊息的安排，懇請家長注意以下事項：

1. 請家長依照附件指示安裝 eClass Parent App，然後以 eClass 內聯網的帳戶名稱及密碼（可參考「學校通告 06 附件二」）登入程式。學校已發出一份測試版電子通告，請閱讀此通告並嘗試簽署回條。
2. 用以登入 eClass 內聯網及 eClass Parent App 之家長帳戶密碼將於十月二十八日晚重設，新密碼會於家長講座(十月二十九日)當日由班主任派發。為保安理由，請於首次登入後立即更改密碼，並親自妥善保管，此密碼等同家長簽署，切勿將密碼交予子女，以確保校方與家長的溝通。

鑑於有部份家長未必熟悉使用智能手機程式，本校將於家長講座當日於禮堂設置櫃檯，並安排資訊科技大使協助家長安裝及使用 eClass Parent App，家長可於家教會會員大會完結後之茶點時段到櫃檯尋求協助。

如對使用 eClass Parent App 家長手機應用程式有任何疑問，歡迎致電 3913 3211 與博文教育(亞洲)有限公司聯絡。

此致
中一級家長

順利天主教中學校長詹燕珠謹啟

二零一六年十月二十五日

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回條
學校通告19 (2016 - 2017)
有關電子通告及即時訊息事宜

姓名：_____ 班別：_____ ()

敬覆者：貴校來函有關通告19事宜已悉。（請在適當 內填上“✓”號）

- 本人已／將安裝 eClass Parent App，並同意日後以 eClass Parent App 簽閱學校通告回條。
- 本人暫時不會使用 eClass Parent App，學校通告回條需以列印版本簽收。

此覆
順利天主教中學詹校長

家長或監護人_____簽署

二零一六年十月 日