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CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

Circular No.: 19076

9<sup>th</sup> April, 2020

Dear Parents/ Guardians,

### **Arrangements of Online Classes**

Further to the circular 19073 dated 30<sup>th</sup> March, 2020, I write to inform you of the arrangements of online classes which will take effect from 20<sup>th</sup> April, 2020 until further notice. Attached please find the class timetables and instructions to students for your reference. There will be no online classes on public holidays e.g. 30<sup>th</sup> April, 2020 and 1<sup>st</sup> May, 2020. However, as the La Salle Day Prayer Service will be suspended, the discretionary holiday on 8<sup>th</sup> May, 2020 will be cancelled. Online classes will be conducted on 8<sup>th</sup> May, 2020.

Students should get prepared and reserve the time slots for online classes. Students should be equipped with a mobile device or a personal computer with a microphone (preferably with a camera) and a stable internet connection. If a student whose family is in financial difficulty, he can contact the school secretary Mrs. Leung or the school social workers for assistance.

The online classes will be conducted through Microsoft Teams. If a teacher plans to use other meeting tools, he/ she will inform students of the arrangement in advance. Students should stay signed in to the Microsoft school account on the device they use the most and turn on notifications so that they can get updated information promptly.

The general principles for the policies and procedures of online classes are no different from those of classroom lessons. Students are expected to be well-behaved, attentive and engaged during online lessons. Attendance will be taken at the beginning of each lesson. Students should fill in the Attendance Form by entering their class, class number and name e.g. 6A01 Chan Tai Man.

If a student is sick and unable to attend the online lessons, his parent should either call the General Office between 8:30 am and 9:00 am or send an email with the following details to [absence@csklsc.edu.hk](mailto:absence@csklsc.edu.hk) : Class, Class Number, Student Name, Date of Absence, Reason, Parent's Name and Contact Number. Please put down "Leave Application" as the email subject line.

The attendance rate and the completion rate of assignments will be counted as part of the academic performance in the second term. A good attendance rate and a good completion rate of assignments are conditions for a student's promotion to next class level.

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Students should respect privacy and copyright. They are not permitted to videotape or take photo of online classes. Teachers will post their presentations together with the learning materials on Microsoft Teams for students to do revision. These presentations and learning materials are for internal use only. Students are not permitted to share these materials with any non-school members or they will be disciplined.

If a teacher is sick or on leave e.g. serving as an invigilator for the HKDSE examination, he/she will inform students of the cancellation of lessons and the arrangement of make-up lessons.

Learning tasks will be sent to students through Microsoft Outlook and Microsoft Teams as usual. These tasks and the online lessons will complement each other. The next batch of learning tasks will be sent to students on 20<sup>th</sup> April, 2020.

For enquiries, please do not hesitate to contact the General Office at 27118175.

Yours faithfully,

Lee Ting Leung  
Principal



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敬啟者：

### 網上課堂安排

承早前第 19073 號通告，現特函通知閣下有關網上課堂的安排細節。網上課堂將於二〇二〇年四月二十日開始直至另行通告。隨函附上網上課堂時間表及學生須知。公眾假期網上課堂將暫停(例如四月三十日及五月一日)。但因喇沙日禮儀將取消，原定於五月八日的特別假期將取消，網上課堂將如常進行。

學生應預留時間為上課作好準備。進行網上學習，學生需使用流動電話/平板或配有麥克風的個人電腦(配有鏡頭更佳)和穩定的網絡連結。如因家庭經濟困難缺乏裝備，學生可與校務處梁太或學校社工聯絡。

網上課堂將以微軟應用程式 Microsoft Teams 進行。如老師使用其他通訊應用程式授課，老師將另行通知學生。學生應在最常用流動裝置上保持登入微軟學校戶口，並開啟訊息提示功能，以便取得最新資訊。

有關網上課堂政策和程序的原則與學校課堂並無不同。學生應守規專心上課和積極參與課堂。每一節網上課堂開始時老師將進行點名，學生須於網上點名紀錄上輸入班別、班號及姓名(例如 6A01 Chan Tai Man)。

如學生因病未能上課，家長請於上午八時三十分至九時致電通知校務處。家長亦可電郵學校告假(電郵地址: [absence@csklsc.edu.hk](mailto:absence@csklsc.edu.hk))。如以電郵告假，須清楚寫上學生姓名、班別、班號、病假日期、原因、家長姓名及聯絡電話，並於電郵標題寫上'學生告假申請'。

學生的課堂出席率和習作完成進度將計算入下學期學業成績表現，而良好的課堂出席率和良好的習作紀錄是學生升留班決定的因素。

學生應尊重私隱和版權。學生不可錄影或拍攝網上課堂。老師將會把授課片段或教材存於 Microsoft Teams 供學生溫習。有關授課片段和教材只限校內使用，未經批准學生不許把有關資料傳送予校外人士，違規學生將受處分。

如老師因病或因其他職責(例如出任香港文憑試監考員)而未能上課，老師將會通知受影響學生取消課堂和安排補堂。

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網上課堂實行期間，學校仍會定期透過 Microsoft Outlook 和 Microsoft Teams 給予學生習作，鞏固學習。下一批習作將於二〇二〇年四月二十日發送給學生。

如有疑問，歡迎致電校務處 2711 8175 查詢。

此致  
各家長

陳瑞祺(喇沙)書院校長  
李丁亮 啟

二〇二〇年四月九日