



YAN OI TONG  
Tin Ka Ping Secondary School

仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N. T., Hong Kong.

新界屯門山景邨 Tel:2466 5270

No.18-19/14

敬啟者：

為加強家長與學校之溝通，方便家長接收及簽署學校通告，學校於本學年推行以「eClass Parent App」發放通告及宣布。家長以智能手機下載有關應用程式，登入後即能查閱學校資訊，包括通告、宣佈、最新消息及校曆表。

學校已為家長開設家長戶口及登入密碼（請參閱附件）。首次登入後必須更改密碼，並妥善保存此密碼，切勿讓子女登入戶口及簽署通告。所有由家長戶口簽發之回覆將視為由家長本人發出，如學生假冒家長身分簽署通告，訓導組會跟進及懲處，敬請家長注意。

eClass Parent App 系統設定同一戶口可在 5 部智能手機或平板電腦登入查閱通告，當中任何一方皆可簽署，因此本校建議家長宜協商日後所有電子通告由哪一方負責簽署，以免出現不必要的誤會。

家長可自行安裝應用程式或於 9 月 28 日(五)（中一及中二課程晚會前）晚上 7:00 到本校禮堂出席「eClass Parent app 應用程式安裝示範會」，屆時本校將安排老師及資訊科技職員協助家長安裝及試用。

**安裝 eclass Parent App 應用程式步驟（詳情請參閱附件）**

1. 家長使用智能手機從 App Store 或 Play store 搜尋及下載「eClass app」。
2. 開啟 eclass Parent app，輸入以下資料：  
學校名稱：仁愛堂田家炳中學  
家長登入名稱：（隨此通告附上）  
密碼：（隨此通告附上）

本校暫定於 2018 年 10 月至 12 月試行電子通告。這段期間，所有通告將以紙本及電子版本形式並行發放，家長可透過智能手機或紙本其中一個形式簽署通告。如以智能手機簽署，子女則毋須交回回條。本校會檢視使用電子通告系統的成效，若一切運作順暢，本校會考慮在 2019 年 4 月全面使用電子形式發放學校資訊，屆時會另函通知。（若通告需收集文字資料，只會以紙本形式發放。）

有關應用程式使用方法和步驟詳見附件，請家長細心查閱並妥善保存。

如對電子通告有任何垂詢，可致電 2464 3731 與周永良老師聯絡。有關「eClass Parent App」技術支援請致電 3913 3211 與服務供應商博文教育(亞洲)有限公司聯絡。

此致  
各家長

仁愛堂田家炳中學校長  
吳潔容謹啟

二零一八年九月廿一日

回條（24/9 交回班主任）

本人知悉有關電子通告事宜。並

\*  已經／將會 自行安裝 eClass Parent App

\*  將會出席 9 月 28 日(五)晚上 7:00 「eClass Parent app 應用程式安裝示範會」

及同意日後以 eClass Parent App 簽閱學校通告。（\*請在適當內填上"✓"號）

班 別： \_\_\_\_\_ 班號： \_\_\_\_\_

學生姓名： \_\_\_\_\_

家長姓名： \_\_\_\_\_

聯絡電話： \_\_\_\_\_

家長簽署： \_\_\_\_\_

No.18-19/14



YAN OI TONG  
Tin Ka Ping Secondary School

仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N. T., Hong Kong.

新界屯門山景邨

Tel: 2466 5270

No.18-19/14

21 September 2018

The school will launch the eClass Parent App for dissemination of circulars and announcements this school year. This initiative enhances communication between parents and the school, and makes it more convenient for parents to receive and sign school circulars. Parents can download the app on their smartphones. School information, including circulars, announcements, latest news and school calendar, can be accessed on the app after log-in.

The school has prepared accounts and log-in passwords for parents (please refer to the attachment). Parents are required to change their passwords after their first log-in attempt. They are also advised to store the password with care and never allow students to log in to their accounts and sign school circulars on their behalf. All replies to school circulars signed by parents' accounts will be regarded as replies issued by parents. Please be reminded that the School Discipline Committee will take follow-up and disciplinary actions on students who sign school circulars as their parents.

The eClass Parent App enables log-in and access to school circulars on 5 smartphones or tablet computers for each account. Signing of school circulars can be performed using any of the 5 mobile devices. To avoid unnecessary misunderstandings, the school advises parents to reach a consensus on who will be responsible for signing school circulars in the future.

Parents can install the app on their own or attend the eClass Parent App installation demo session on 28 September (Friday) at 7:00 pm (before the Parents' Night on S1 and S2 curricula) at the School Hall. School teachers and IT staff will be on site during the session to assist parents in app installation and trial use.

**Procedures for eClass Parent App Installation (please refer to the attachment for details)**

1. Search and download eClass app on the App Store or Play Store of their smartphones.
2. Open the eClass Parent app and enter the information below:  
Name of school: Yan Oi Tong Tin Ka Ping Secondary School  
Parent log-in name: (attached with this circular)  
Password: (attached with this circular)

The school will tentatively trial-run electronic circulars between October and December 2018. During this trial-run period, all school circulars will be issued in both print and digital formats, and parents can sign school circulars either through their smartphones or in print. If electronic signature is chosen, students will not need to submit the print circulars to their teachers. The school will review the effectiveness of the electronic circular system. If the operation is smooth, the school will consider disseminating information solely on the digital platform with effect from April 2019. Parents will be notified of the relevant arrangements in due course. (If information in text format needs to be collected through circulars, relevant circulars will be issued in print format only.)

Methods and procedures of the use of the eClass Parent App are detailed in the attachment. Parents are advised to read the attachment in detail and store it properly.

For enquiries on electronic school circulars, please contact Mr. Chow Wing Leung at 2464 3731. For eClass Parent App technical support, please call the app service provider, BroadLearning Education (Asia) Limited, at 3913 3211.

Ng Kit Yung  
Principal

✂-----  
Reply Slip ( To be submitted to form teacher on 24/9 )

I am notified of the arrangements for electronic school circulars and:

\*  have already installed / will install the eClass Parent App on my own

\*  will attend the eClass Parent App installation demo session on 28 September (Friday) at 7:00 pm.

I agree to access and sign school circulars on the eClass Parent App in the future. ( \* Please mark a "✓" in the appropriate box. )

Class: \_\_\_\_\_ Class number: \_\_\_\_\_

Name of student: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Contact number: \_\_\_\_\_

Parent signature: \_\_\_\_\_

No.18-19/14