



Li Cheng Uk Government Primary School

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Dear Parents / Guardians,

Arrangements of Real-time Online Lessons and Online Video Lessons

According to EDB announcement, classes could not have face-to-face learning until further announcement. In view of the unforeseeable deferral of class resumption, real-time online lessons and online video lessons are arranged to support students learning at home. These lessons will be conducted for P.1-P.6 students starting from 7th September. The arrangements are as follows:

I. Schedule for Real-time Online Lessons via Zoom

Time \ Day	Monday	Tuesday	Wednesday	Thursday
9:00 – 9:30 am	P.6 Chinese	P.6 English	P.6 Mathematics	P.6 General Studies
10:00 – 10:30 am	P.5 Chinese	P.5 English	P.5 Mathematics	P.5 General Studies
11:00 – 11:30 am	P.4 Chinese	P.4 English	P.4 Mathematics	P.4 General Studies
12:00 – 12:30 pm	P.3 Chinese	P.3 English	P.3 Mathematics	P.3 General Studies
1:00 – 1:30 pm	P.2 Chinese	P.2 English	P.2 Mathematics	P.2 General Studies
2:00 – 2:30 pm	P.1 Chinese	P.1 English	P.1 Mathematics	P.1 General Studies

II. Schedule for Online Video Lessons on Google Classroom Learning Platform

Subject \ Day	Monday	Tuesday	Wednesday	Thursday	Friday
Chinese		P.1-6			
English		P.1-6			
Mathematics		P.1-6			
General Studies		P.1-6			
Library					P.1-6 for 6 levels
Moral and Civic Education					Key Stage 1 (P.1-3) 2 (P.4-6)

Subject teachers will conduct real-time online lessons via Zoom whereas video lessons are produced and uploaded to Google Classroom Learning Platform. The timetable as well as assignment will be posted in Google Classroom. P.1-P.6 students are required to join the above lessons to support their learning at home during the class suspension period. **It is important for students to attend these lessons to understand the learning contents covered and complete the assignments afterwards as consolidation so that teachers can check their learning progress.** Parents can put your children's completed written assignments in the collection box in the school hall and pick up the marked assignments from 9:00 am to 12:00 noon every alternate Friday, that is, 25-9-2020, 9-10-2020, 23-10-2020, 6-11-2020 and so forth. To cultivate students' information literacy skills and ensure the lessons run smoothly, please kindly observe the following arrangements.

1. IT equipment: Please arrange the appropriate electronic devices for students to join the lessons. Adequate communication is also needed between family members to be familiar with the new arrangement.
2. Venue: Students are suggested to join the real-time lessons at home to protect their own privacy and safety.
3. Learning environment: A quiet place should be arranged for students to have good attention during the lessons.
4. Netiquette: Students should always speak and act with good manners during Zoom lessons.
5. Parents' role: Parents are encouraged to remind students to join the lessons and finish assigned homework on time. Parents are not recommended to join the real-time lessons directly.
6. Students' role: Please refer to the attached Rules for Zoom Real-time Lessons and Google Classroom Learning Platform.
7. Privacy and Copyright: The lessons cannot be video-taped, photographed or screen captured. The lesson clips are specifically designed for respective class only.
8. Zoom Lessons: Students are required to type in the followings:
 - Meeting ID (posted in Google Classroom)
 - Your class, class number and name
 - Meeting password (posted in Google Classroom)
9. Online Video lessons: Students are required to type in the followings:
 - Google account username
 - Google account password

Thank you for your support to our students' learning. Should you have any enquiries, please feel free to contact our school office at 2386 8243.



Ms CHUI Sau-man
Headmistress

Li Cheng Uk Government Primary School

ZOOM Classroom

Target: P.1-6 students

Real-time online lessons channel: ZOOM

A. Objective:

1. To provide a channel for teachers and students to learn interactively during the school suspension period.

B. Regulations:

1. Download 'Zoom' App on your devices. Use Meeting ID and password to access ZOOM.
2. Ask for parents' permission before joining the real-time lessons. Make sure you login Zoom 10 minutes earlier than the scheduled lesson time and wait for the teachers to start the lessons. Please be punctual for real-time lessons.
3. The lessons CANNOT be video-taped, photographed or screen captured. The lesson clips are specifically designed for respective class only.
4. Students should attend the live lesson with a good sitting position and learning attitude. Stay focused and do not do other unrelated things such as using mobile phone for non-educational purpose, playing toys, eating, etc.
5. All learning materials and stationery items should be ready before the lesson.
6. Students' microphone should be muted during the lesson unless questions needed to be raised or according to teachers' instructions.
7. Seek help from parents or contact our school if you encounter any problems during the real-time lesson.

C. Netiquette:

1. Mobile phones and other computer devices should be muted to ensure a pleasant and quiet learning environment. Stay in a place with minimal noise and distractions.
2. Students are suggested to wear earphones during the lesson.
3. Do not disclose any personal information of you and your family.
4. Interact patiently and respectfully with your teachers and classmates; do not interrupt others until they have finished their turns.
5. Use Ethernet cable or stable Wi-Fi connection for joining the real-time lessons and make sure your device is full of battery.

Google Classroom Online Learning Platform

Primary 1 to 6 students are provided an online Google education account free of charge to facilitate e-learning. Each student is given a login name and a password to access the online account. Students can access, upload, store as well as share learning materials on the platform. Students have been or will be taught how to use the different functions of this online platform in IT lessons.

Responsibilities:

- This online Google account is used for educational purpose and school-related activities only.
- Students must login through the Internet to access their accounts.
- For security purpose, students should protect their own user account and password from being disclosed to third parties.
- After logging into the sites, students' names would be seen by other users on the platform.
- Students must respect all the users and must not abuse their user rights by posting or saving inappropriate contents on the platform.
- Inappropriate use may result in the suspension of their user account without prior notice.
- Our school reserves all the right to create, suspend and terminate any user accounts.
- Once a student left the school, this online account will be terminated 14 days after student's last day of school. All stored contents would be removed and could not be recovered.

Product features include:

- Google Docs, Gmail, Google Drive, Google Sheets, Google Forms, Meet.....
- This online account is fully compatible with computers, mobile phones or tablets that run on Android, iOS, MacOS or Windows through Internet connection.
- Chrome browser is recommended as it supports all G Suite features and functionality.

For Login:

- Please go to our school website: www.lcu.edu.hk for the Google Classroom login hyperlink.

