

Dear Parents,

**Enrolment Forms for Secondary Section and IB Diploma Academic Year 2026/27(AY2627)**

To finalise the registration of your child into Singapore International School (Hong Kong) [SISHK], please complete the following forms:

1. Personal Debuture Form
2. School Policy on Payment of School Fees and Withdrawal Procedure
3. Consent for Use of Student Image
4. Use of School Bus and Public Transport Policy
5. Direct Debit Authorization Form – for auto pay of termly tuition fees
6. Science Lab Safety Rules
7. Use of Digital Devices and School Accounts Policy

All forms should be printed on single-sided paper. The original signed copies must be returned to the school either by post or by hand to:

*Ms Ada Cheng*  
*Admissions Office*  
*Singapore International School (Hong Kong)*  
*23 Nam Long Shan Road, Aberdeen, Hong Kong*

If you need assistance with the completion of the enrolment forms, please contact us at [admissions@singapore.edu.hk](mailto:admissions@singapore.edu.hk) or call (852) 2870 6880.

Thank you and best wishes,  
Admissions Team

新加坡国际学校（香港）  
SINGAPORE INTERNATIONAL SCHOOL (HONG KONG)  
23 Nam Long Shan Road, Aberdeen, Hong Kong  
Gen: (852) 2870 6880 | Fax: (852) 2872 0431 | [www.singapore.edu.hk](http://www.singapore.edu.hk)

**APPLICATION FORM FOR PERSONAL DEBENTURE**

Student no.: \_\_\_\_\_

I wish to:

- Purchase a Personal Debenture at the price of:
- HK\$200,000
- HK\$120,000 (For students who are Singapore citizens only)
- Transfer a Personal Debenture, from within the same family, certificate no. \_\_\_\_\_

Registered holder's particulars	
Registered Holder's name (e.g. Parent's name as per bank account)*:	
Address for debenture delivery:	<input type="checkbox"/> Latest correspondence address as per school's database <input type="checkbox"/> Other, please specify: _____ _____ _____
Email address:	
Contact number:	

*\*Note: The debenture will be refundable only to the name of the registered holder. The name of the registered holder must be identical to the name of the bank account holder.*

Nominee's particulars	
Child's name:	
Application number:	
Expected year of entry:	
Grade level (please tick one):	<input type="checkbox"/> PY1 <input type="checkbox"/> PY2 <input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4 <input type="checkbox"/> P5 <input type="checkbox"/> P6 <input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3 <input type="checkbox"/> S4 <input type="checkbox"/> IBDP 1 <input type="checkbox"/> IBDP 2

Date:	Signature of registered holder:
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For office use only:	
Payment received date:	Verified by:

## **SCHOOL POLICY ON PAYMENT OF SCHOOL FEES AND WITHDRAWAL PROCEDURE**

We would like to remind all parents of the following:

### **A. PAYMENT OF SCHOOL FEES**

1. All school fees are to be settled through autopay.
2. Kindly ensure there are sufficient funds in the autopay account for the settlement of school fees to prevent any administrative or late charges being incurred.
3. For late payment of school fees, an administrative fee of \$200 per late transaction will be levied. In addition, an interest of 8% per annum will be charged for all school fees which are in arrears for more than seven days until payment, including interest, is made in full.

### **B. WITHDRAWAL PROCEDURE**

- C. A complete withdrawal notification must be submitted via the [online withdrawal form \(bit.ly/32PtHd8\)](http://bit.ly/32PtHd8) specifying the student's effective date of withdrawal from school.
1. The notification should be submitted at least 90 days (excluding the summer holidays) in advance.
  2. Failure to do so will incur a levy on a pro-rata basis.
  3. Upon the school's receipt of the withdrawal notification, it will be deemed as final and irrevocable.

We seek your understanding and full co-operation regarding the above-mentioned school policies.



Eunice Tan  
Vice Principal (Finance and Administration)

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I, \_\_\_\_\_ (parent's name), parent of \_\_\_\_\_ (child's name),  
have taken note of the content above.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

### **CONSENT FOR USE OF STUDENT IMAGE**

The school, from time to time, will take photographs or make video recordings of students participating in school activities inside and outside of the school's premises. The images are used to celebrate achievements and share successes among the student body, the school community, and the wider public. These images may appear in official school communication channels or third party communication channels such as websites, yearbook, prospect uses, social media, display boards, in presentations, newspapers, television programmes and other forms of media.

Kindly note that the school does not share or circulate images of our students with third parties outside of official school business.

We would also like to request for the co-operation of parents in safeguarding the interests and privacy of our students, other parents and staff. If you or your family members take photographs or video recordings at a school event, these will be kept for family use only. If your personal photographs or videos should include images of other children, please do not share them on social media or circulate them in any form or media which may result in the images being used inappropriately or reproduced by another party.

To help the school safeguard your child's interests and to comply with the Personal Data Ordinance, we would like to obtain your support and request that you complete the form below.

#### **Declaration (Please check the box)**

- I have read and understood the school's policy on the use of student images. I agree that if I or members of my family take photographs or video recordings at a school event, we will keep them for family use only.

#### **Consent for use of student image (Please check ONE of the following choices)**

- I/We GRANT permission for a photo/image that includes this student to be shared with media outlets, including school website, newspapers and/or other multimedia channels.
- I/We DO NOT GRANT permission for this student's photo/image to be shared with media outlets. Those images can only be used for the school's internal use only (e.g., School Yearbook). I/We understand that for group photos, the school will make reasonable efforts to limit their use.

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

Name of parent/guardian: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your kind understanding and cooperation!**

To update the school about the use of student images, please email [communications@singapore.edu.hk](mailto:communications@singapore.edu.hk).

### USE OF SCHOOL BUS AND PUBLIC TRANSPORT

As a caring and responsible institution, SISHK is committed to promoting environmental awareness and education.

New students joining the school will be required to either use the School Bus service or public transport when travelling to or from school. For PY1 students joining the school, the Use of School Bus and Public Transport Policy will only come into effect when they progress to PY2 in the following Academic Year. This is intended to allow our youngest children to have a smoother transition to their new school and its surroundings.

Please support our efforts and do our part together as we reduce our carbon footprints so as to make the World and the Environment a better place for our children and the future generations to come.

For more information, please refer to the attached Use of School Bus and Public Transport Policy and Frequently Asked Questions. If you have any further questions, please contact the Admissions Team at [admissions@singapore.edu.hk](mailto:admissions@singapore.edu.hk).

Thank you in advance for your support.

**Singapore International School (Hong Kong)**

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## Use of School Bus and Public Transport Agreement

### For parents of children enrolling in PY1

By signing this form, I confirm that I have read and understood the SISHK Use of School Bus and Public Transport Policy. I agree that my child will be travelling to and from school using either the school bus service or public transport from PY2 onwards.

### For parents of children enrolling in PY2 level and above

By signing this form, I confirm that I have read and understood the SISHK Use of School Bus and Public Transport Policy. I agree that my child will be travelling to and from school using either the school bus service or public transport .

Name of student:

\_\_\_\_\_

Application number:

\_\_\_\_\_

Level:

\_\_\_\_\_

Name of parent/guardian:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

## **USE OF SCHOOL BUS AND PUBLIC TRANSPORT**

As a caring and responsible institution, we are committed to promoting environmental awareness and education.

We hope to work towards becoming an eco-friendly school where we explore ways to educate our children to be environmentally conscious and live a sustainable lifestyle such as being aware of our resource consumption and reducing unnecessary wastage. Our children will inherit the Earth one day, and we want to ensure that the Earth that we hand over is environmentally sustainable for them to live in. Climate change will be a global issue that our children may likely experience in years to come, and we hope to play our part to reduce our carbon footprints and pollution (both air and noise).

We noted that our students come from different districts of Hong Kong. Most of our Preparatory Years and Primary section students would come to school by the School Bus, while majority of our Secondary section students would travel to school either by the public transport or use the School Bus service.

In our effort to reduce carbon emissions and minimise pollution, we strongly encourage our parents to use the School Bus service instead of relying on the private transport. Alternatively, our older students can take the public transport.

Starting from Academic Year 2020/21, new students joining the school will be required to either use the School Bus service or the public transport when travelling to or from school. For PY1 students joining the school, the School Bus and Public Transport Policy will only come into effect when they progress to PY2 in the following Academic Year. This is intended to allow our youngest children to have a smoother transition to the new school and its surroundings.

The school has appointed Kwoon Chung Motors as our School Bus service operator. Kwoon Chung Motors has been our reliable partner and has provided school bus services to many schools, as well as spanning in many different areas in Hong Kong island, Kowloon and the New Territories. For our school, it is able to serve students coming from many parts of Hong Kong. The bus routes may differ from year to year, depending on the requirements of our students. Parents will be notified in July each year of the tentative bus fee and schedule, and when registration for bus services is open.

The school is well supported by public transport with the Wong Chuk Hang MTR station being less than a 7-minute walk away. There is a range of public bus and mini bus routes serving the school to the different areas of Hong Kong.

We hope that our parents will support the school in the School Bus and Public Transport Policy as an effort to support the movement for environmental sustainability. This is a small way for us to educate and help our children lead a sustainable lifestyle. By so doing, we will

- reduce carbon emission by private transport,
- reduce air pollution near the school as there will be fewer private vehicles plying to the Police School Road and Nam Long Shan Road,
- reduce traffic congestion and noise pollution, and
- enhance the living environment of our neighbours and the residents.

Our parents visiting the school, please note that there is no parking in the school. Parking is available at the public car parks nearby. However, we would want to encourage you to use the public transport instead as it is more convenient than finding a nearby public car park lot.

Please support our efforts and do our part together as we reduce our carbon footprints so as to make the World and the Environment a better place for our children and the future generations to come.

**SCHOOL BUS AND PUBLIC TRANSPORT POLICY FOR NEW STUDENTS**  
**Frequently Asked Questions**

**Q. Is it compulsory for all students to take the school bus?**

A. Most of our Preparatory Years and Primary section students have already taken the School Bus while majority of Secondary section students would travel either by the public transport or use the School Bus service.

Starting from Academic Year 2020/21, with the guidance and endorsement of the Transport Department, all new students are required to either take the School Bus or the public transport when travelling to or from school.

For new PY1 students, the School Bus and Public Transport Policy will only come into effect when they progress to PY2 in the following Academic Year. This is to allow our youngest children to have an easy transition to the new school and its surroundings.

New students who have siblings at the school, may follow the travel arrangements that had been agreed for their older siblings (i.e. sharing private car drop-off/pick-up). Should the older sibling withdraw from or leave SISHK as a student, the new student would be expected to travel to and from school using the School Bus service or the public transport.

**Q. Why is this School Bus and Public Transport Policy being enforced?**

A. As a caring and responsible educational institution, we are committed to promoting environmental education.

We hope to work towards becoming an eco-friendly school where we explore ways to educate our children to be environmentally conscious and live a sustainable lifestyle such as being aware of our resource consumption and reducing unnecessary wastage. The School Bus and Public Transport Policy for New Students is a small way for us to educate and help our children lead a sustainable lifestyle. By so doing, we will

- reduce carbon emissions by private transport,
- reduce air pollution near the school as there will be fewer private vehicles plying Police School Road and Nam Long Shan Road,
- reduce traffic congestion and noise pollution, and
- enhance the living environment of our neighbours and the residents.

Our parents visiting the school should note that there is no parking in the school. Parking is available at the public car parks nearby. We wish to encourage our parents to use the public transport instead as it is a more sustainable choice and it is also more convenient than finding a nearby public car park lot. Please support our efforts in reducing our carbon footprint and in supporting this environment effort.

**Q. Who is the School Bus service provider?**

- A. The school has appointed Kwoon Chung Motors as our School Bus service operator. Kwoon Chung Motors has been our reliable partner for many years and it provides School Bus services from different areas in the Kowloon peninsula and all over Hong Kong Island.

**Q. Are there other options besides taking the school bus?**

- A. The school is well supported by public transport with the Wong Chuk Hang MTR station being less than 10-minute walk away. There is also a range of public bus and mini bus routes connecting the school and the different areas of Hong Kong.

Students who live close to the school may also choose to walk to school or take the public transport.

**Q. How does the School ensure that the School Bus and Public Transport Policy is enforced?**

- A. Upon accepting the offer of a school place at SISHK, all new parents are required to sign and return the School Bus and Public Transport Scheme Agreement together with the registration fee to successfully reserve a place in the school.

By signing the Agreement, parents and students will need to abide by the terms and conditions of the Agreement. If students repeatedly miss the School Bus (unless granted an exemption), the School will need to contact with parents to discuss how to improve the situation. If improvements are not made, the enrolment of the student will be jeopardised, subject to the final decision of the School.

**Q. Are there any special situations or exceptions in which my child may be exempted from the School Bus and Public Transport Policy?**

- A. Exemptions will only be granted under special circumstances subject to the review and final approval of the School. Examples of reasons for exemption may include: new students who have older siblings in SISHK riding in the same private cars, new students who have no School Bus coverage near their homes, children with a mobility problem, and a child who need to be picked up early or brought in late for special circumstances e.g. medical and dental appointments. Under these circumstances, our parents may request for a special pass for the private car to enter the school. New students who have a sibling at SISHK with an existing arrangement in place for private car pick-up/drop-off may carpool and share the same travel arrangements with their siblings. Should the older sibling withdraw from or leave SISHK as a student, the new student would be expected to travel to and from school using the School Bus service or the public transport.

**Q. Will parents be permitted to pick-up their children after co-curricular activities?**

- A. Our parents can arrange with the School Bus service operator for their children to take the late School Bus home on days they have co-curricular activities (CCA) which finish at 4.30pm.

Students may be also picked up by private car after the CCAs.

**Q. Who do I contact if I want more information about the bus routes and bus fare?**

A. The bus routes may differ from year to year, depending on the requirements of our students.

Our parents will be notified in July each year of the tentative bus fee and schedule, and when registration for School Bus services is open. Our parents may visit Kwoon Chung Motor's [website](#) for the bus routes and bus fares.

*Updated January 2021*

|                                                               |                                                                                   |                    |                                          |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------|------------------------------------------|
| Name of party to be credited (The Beneficiary)<br>收款之一方 (受款人) | Bank No.<br>銀行編號                                                                  | Branch No.<br>分行編號 | Account Number to be credited<br>收款賬戶之號碼 |
| The Singapore International School Foundation Limited         | PY & Primary bank acct: 003 432 00027373<br>Secondary bank acct: 003 418 00109951 |                    |                                          |

I/We hereby authorize my/our below named Bank to effect transfers from my/our account to that of the above named Beneficiary in accordance with such instructions as my/our Bank may receive from the Beneficiary from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.

本人 / 吾等 / 本公司現授權本人 / 吾等 / 本公司之下述銀行，(根據受款人不時給予本人 / 吾等 / 本公司之銀行之指示) 自本人 / 吾等 / 本公司之賬戶內轉賬予上述受款人，惟每次轉賬金額不得超過以下指定之限額。

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

本人 / 吾等 / 本公司同意本人 / 吾等 / 本公司之銀行毋須證實該等轉賬通知是否已交予本人 / 吾等 / 本公司。

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s).

如因該等轉賬而令本人 / 吾等 / 本公司之賬戶出現透支 (或令現時之透支增加)，本人 / 吾等 / 本公司願共同及各別承擔全部責任。

I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorized, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorization at any time on one week's written notice.

本人 / 吾等 / 本公司同意如本人 / 吾等 / 本公司之賬戶並無足夠款項支付該等授權轉賬，本人 / 吾等 / 本公司之銀行有權不予轉賬，且銀行可收取慣常之收費，並可隨時以一星期書面通知取消本授權書。

This authorization shall have effect until further notice or until the below written expiry date (whichever shall first occur).

本授權書將繼續生效直至另行通知為止或直至下列到期日為止 (以兩者中最早之日期為準)。

I/We agree that any notice of cancellation or variation of this authorization which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect.

本人 / 吾等 / 本公司同意，本人 / 吾等 / 本公司取消或更改本授權書之任何通知，須於取消 / 更改生效日最少兩個工作天之前交本人 / 吾等 / 本公司之銀行。

|                                                                   |                                                                                    |                    |                                          |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------|------------------------------------------|
| My/Our Bank Name and Branch<br>本人 / 吾等 / 本公司之銀行及分行名稱              | Bank No.<br>銀行編號                                                                   | Branch No.<br>分行編號 | My/Our Account No.<br>本人 / 吾等 / 本公司之賬戶號碼 |
| Standard Chartered Bank                                           | 003 123 12345 678                                                                  |                    |                                          |
| My/Our Name<br>本人 / 吾等 / 本公司之名稱                                   | My/Our Address<br>本人 / 吾等 / 本公司之地址                                                 |                    |                                          |
| Chan Man                                                          | 171-173 Belcher's St, Kennedy Town, Hong Kong                                      |                    |                                          |
| Name of Debtor (if other than account holder)<br>付款人之名稱 (若非賬戶持有人) | Debtor Reference Code (Compulsory Field - See Note 1)<br>付款人參考編號 (此欄必須填寫 - 請參閱附註一) |                    |                                          |
| Please leave blank<br>此格毋須填寫                                      | Please leave blank<br>此格毋須填寫                                                       |                    |                                          |
| Limit for each payment (See Note 2)<br>每次付款之限額 (參閱附註二)            | My/Our Signature(s) (See Note 4)<br>本人 / 吾等 / 本公司之簽名 (參閱附註四)                       |                    | Date of Completion<br>填寫日期               |
| Please leave blank<br>此格毋須填寫                                      | Chan Man                                                                           |                    | DD-MM-YYYY                               |
| Expiry Date (See Note 3)<br>到期日 (參閱附註三)                           |                                                                                    |                    | Bank Use Only<br>銀行專用                    |
| Please leave blank<br>此格毋須填寫                                      |                                                                                    |                    | Signature Verified                       |

## Notes:

- In the box marked "Debtor Reference Code" please enter the identifying reference between the payer and the party to be credited i.e. student name, mortgage agreement number, hire-purchase agreement number, etc. This reference must be consistent with the Debtor Reference Code on the collection list.
- If the amount of your each payment is likely to vary from time to time, please set the limit for each payment at the maximum amount you would expect to pay at any one time. "No Limit" for each payment will be set unless otherwise stated.
- This Direct Debit Authorization will be cancelled automatically on the date indicated in the box marked "Expiry Date"; if you wish the Direct Debit Authorization to have effect indefinitely until further notice, please leave the box blank.
- Please ensure that you sign the form in the usual way that you would sign on your Bank Account.

## 附註:

- 於「付款人參考編號」格內填入可鑑定付款人與收款人關係之資料。例如學生英文名稱，按揭契約號碼，租購合約號碼等。而此備註必須與「收付清單」內之「付款人參考編號」相同。
- 若 貴戶支付之金額可能每次不盡相同者，則請在此格填寫每次支付之最高金額。如沒有填上每次付款限額，限額將會訂為「不設上限」。
- 本授權書將於「到期日」格內所示之日期自動取消； 貴戶欲想本授權書持續有效直至另行通知為止，可留空不填此格。
- 請保證 貴戶在此授權書內之簽名，與銀行賬戶所簽者完全相同。

If there is any inconsistency or conflict between the English and Chinese versions, the English version shall prevail for all purposes.  
中、英文文本之文義如有歧異，在任何情況下概以英文文本為準。

**Please complete and return this form to the above named party to be credited.**  
請依次填寫，並將此授權書交給收款之一方。

|                                                               |                  |                    |                                          |
|---------------------------------------------------------------|------------------|--------------------|------------------------------------------|
| Name of party to be credited (The Beneficiary)<br>收款之一方 (受款人) | Bank No.<br>銀行編號 | Branch No.<br>分行編號 | Account Number to be credited<br>收款賬戶之號碼 |
| The Singapore International School Foundation Limited         | 003              | 418                | 0 0 1 0 9 9 5 1                          |

I/We hereby authorize my/our below named Bank to effect transfers from my/our account to that of the above named Beneficiary in accordance with such instructions as my/our Bank may receive from the Beneficiary from time to time provided always that the amount of any one such transfer shall not exceed the limit indicated below.

本人 / 吾等 / 本公司現授權本人 / 吾等 / 本公司之下述銀行，(根據受款人不時給予本人 / 吾等 / 本公司之銀行之指示)自本人 / 吾等 / 本公司之賬戶內轉賬予上述受款人，惟每次轉賬金額不得超過以下指定之限額。

I/We agree that my/our Bank shall not be obliged to ascertain whether or not notice of any such transfer has been given to me/us.

本人 / 吾等 / 本公司同意本人 / 吾等 / 本公司之銀行毋須證實該等轉賬通知是否已交予本人 / 吾等 / 本公司。

I/We jointly and severally accept full responsibility for any overdraft (or increase in existing overdraft) on my/our account which may arise as a result of any such transfer(s).

如因該等轉賬而令本人 / 吾等 / 本公司之賬戶出現透支 (或令現時之透支增加)，本人 / 吾等 / 本公司願共同及各別承擔全部責任。

I/We agree that should there be insufficient funds in my/our account to meet any transfer hereby authorized, my/our Bank shall be entitled, in its discretion, not to effect such transfer in which event the Bank may make the usual charge and that it may cancel this authorization at any time on one week's written notice.

本人 / 吾等 / 本公司同意如本人 / 吾等 / 本公司之賬戶並無足夠款項支付該等授權轉賬，本人 / 吾等 / 本公司之銀行有權不予轉賬，且銀行可收取慣常之收費，並可隨時以一星期書面通知取消本授權書。

This authorization shall have effect until further notice or until the below written expiry date (whichever shall first occur).

本授權書將繼續生效直至另行通知為止或直至下列到期日為止 (以兩者中最早之日期為準)。

I/We agree that any notice of cancellation or variation of this authorization which I/we may give to my/our Bank shall be given at least two working days prior to the date on which such cancellation/variation is to take effect.

本人 / 吾等 / 本公司同意，本人 / 吾等 / 本公司取消或更改本授權書之任何通知，須於取消 / 更改生效日最少兩個工作天之前交本人 / 吾等 / 本公司之銀行。

|                                                                   |                                                                                    |                    |                                          |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------|------------------------------------------|
| My/Our Bank Name and Branch<br>本人 / 吾等 / 本公司之銀行及分行名稱              | Bank No.<br>銀行編號                                                                   | Branch No.<br>分行編號 | My/Our Account No.<br>本人 / 吾等 / 本公司之賬戶號碼 |
| My/Our Name<br>本人 / 吾等 / 本公司之名稱                                   | My/Our Address<br>本人 / 吾等 / 本公司之地址                                                 |                    |                                          |
| Name of Debtor (if other than account holder)<br>付款人之名稱 (若非賬戶持有人) | Debtor Reference Code (Compulsory Field - See Note 1)<br>付款人參考編號 (此欄必須填寫 - 請參閱附註一) |                    |                                          |
| Limit for each payment (See Note 2)<br>每次付款之限額 (參閱附註二)            | My/Our Signature(s) (See Note 4)<br>本人 / 吾等 / 本公司之簽名 (參閱附註四)                       |                    | Date of Completion<br>填寫日期               |
| Expiry Date (See Note 3)<br>到期日 (參閱附註三)                           |                                                                                    |                    | Bank Use Only<br>銀行專用                    |
|                                                                   |                                                                                    |                    | Signature Verified                       |

Notes:

- In the box marked "Debtor Reference Code" please enter the identifying reference between the payer and the party to be credited i.e. student name, mortgage agreement number, hire-purchase agreement number, etc. This reference must be consistent with the Debtor Reference Code on the collection list.
- If the amount of your each payment is likely to vary from time to time, please set the limit for each payment at the maximum amount you would expect to pay at any one time. "No Limit" for each payment will be set unless otherwise stated.
- This Direct Debit Authorization will be cancelled automatically on the date indicated in the box marked "Expiry Date"; if you wish the Direct Debit Authorization to have effect indefinitely until further notice, please leave the box blank.
- Please ensure that you sign the form in the usual way that you would sign on your Bank Account.

附註:

- 於「付款人參考編號」格內填入可鑑定付款人與收款人關係之資料。例如學生英文名稱，按揭契約號碼，租購合約號碼等。而此備註必須與「收付清單」內之「付款人參考編號」相同。
- 若 貴戶支付之金額可能每次不盡相同者，則請在此格填寫每次支付之最高金額。如沒有填上每次付款限額，限額將會訂為「不設上限」。
- 本授權書將於「到期日」格內所示之日期自動取消； 貴戶欲想本授權書持續有效直至另行通知為止，可留空不填此格。
- 請保證 貴戶在此授權書內之簽名，與銀行賬戶所簽者完全相同。

If there is any inconsistency or conflict between the English and Chinese versions, the English version shall prevail for all purposes.  
中、英文本之文義如有歧異，在任何情況下概以英文本為準。

**Please complete and return this form to the above named party to be credited.**  
**請依次填寫，並將此授權書交給收款之一方。**

## **SISHK SCIENCE LAB SAFETY RULES**

The biggest danger in the laboratory is ME.

I am a danger whenever I am ignorant or careless or both.

I must remember the below, as the person most likely to suffer from any mistakes I make is ME.

1. Do not enter the laboratory without the permission of your teacher.
2. Never rush or run about the lab.
3. Never put ANYTHING in your mouth in the lab.
4. Do not fiddle with chemicals or electricity or equipment including the gas taps.
5. Do not take anything from the lab without the permission of your teacher.
6. Do not throw things in the lab.
7. ALWAYS wear EYE protection when performing experiments.
8. Always tie long hair back when performing experiments.
9. Report ALL accidents and breakages to your teacher at once, no matter how small.
10. Always concentrate on what you are doing and behave sensibly.
11. Take only what you need to your assigned seat. Bags should be placed neatly outside the corridor. Meanwhile, valuables should be left in the locker.
12. IBDP1 & IBDP2, especially for chemistry classes, should be dressed with a view to safety. Students should be conscious of their own personal safety and dress accordingly, including wearing shoes that COVER the feet. Students may be excluded from practical work if clothing is not appropriate.

I have read and understood the SISHK Science Lab Safety Rules stated above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Level: Secondary \_\_\_\_\_ / IBDP \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's name: \_\_\_\_\_

## **USE OF DIGITAL DEVICES AND SCHOOL ACCOUNTS POLICY**

All students are given access to their computer and the Internet in school. The goal in doing so is to facilitate access to resources, improve communication and encourage innovation. The School regards this access as a privilege, not a right. Students are expected to act in a responsible, ethical manner, and to abide by Hong Kong Law.

Permission to bring digital devices to school and to use the school accounts are granted only when an agreement to this policy been acknowledged.

### **Students will**

- only bring the brand of laptop as stipulated by the school.
- make an effort to keep their computer free from viruses and other destructive materials. If their computer is accidentally infected, they will seek help from a professional or a member of the IT Department.
- properly cite any Internet resources that are used in their work.
- mute all sound on the laptop at all times unless permission is obtained from the teacher for instructional purposes.

### **Students will not**

- use any digital devices (other than their MacBook) from 8.00 am until after their final timetabled lesson. This includes the use of music players with or without earphones.
- use any handheld gaming devices.
- use any digital device and school account, such as email or Google classroom for non-educational activities, such as online gaming, social networking, streaming Youtube videos, watching DVD movies or shows while on school premises/activities.
- take pictures, record sound/video or stream video (e.g. Skype) on the school premises/activities, without permission.
- deliberately perform any act, which will negatively impact the operation of computers, printers or networks.
- access, download, store, or print obscene or pornographic material.
- store or transfer software used primarily for hacking, eavesdropping, or network administration.
- forward chain letters, joke collections, Internet urban legends, and other materials that are not educationally related.
- use file sharing software and or services to access or share files, folders or other digital information.
- use any Internet conference or web video conferencing software or services that transmit unauthorised student images, video or other identifiable information to remote users.
- publish, alter or delete code, content, or data without appropriate authorisation.
- publish any defamatory, scandalous, illegal, harassing, threatening, intimidating, or unlawfully obtained material, or material provoking or promoting violence.
- willfully transmit damaging agents (e.g., computer viruses, Trojan horses, worms) or otherwise willfully damage or disrupt any computer facility, software, or data.
- monopolise Internet access or negatively affect the bandwidth in any manner that transcends normal computer use.
- attempt to access shared drives within the SISHK network that he/she is not permitted.

For S1 to S4 students, if a phone is seen or heard by a teacher outside of permitted times, it will be confiscated. For Diploma students, they may use their phones outside lessons or in class, with their teacher's permission.

A teacher has the final judgement to ascertain whether or not a digital device is being used for educational purposes. A teacher may ask to view any device at any time to ensure that the rules are being obeyed.

If a student is found in violation of any of these rules, they will have their digital device confiscated by the teacher and dealt in accordance to the Discipline Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Level: Secondary \_\_\_\_\_ / IBDP \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's name: \_\_\_\_\_