

校本學生概覽系統 (SLP)	SALEM-Immanuel Lutheran College	WI-SLP-02
2024 年 9 月 1 日	SLP 家長使用指引	Page 1/6

## 一、網頁

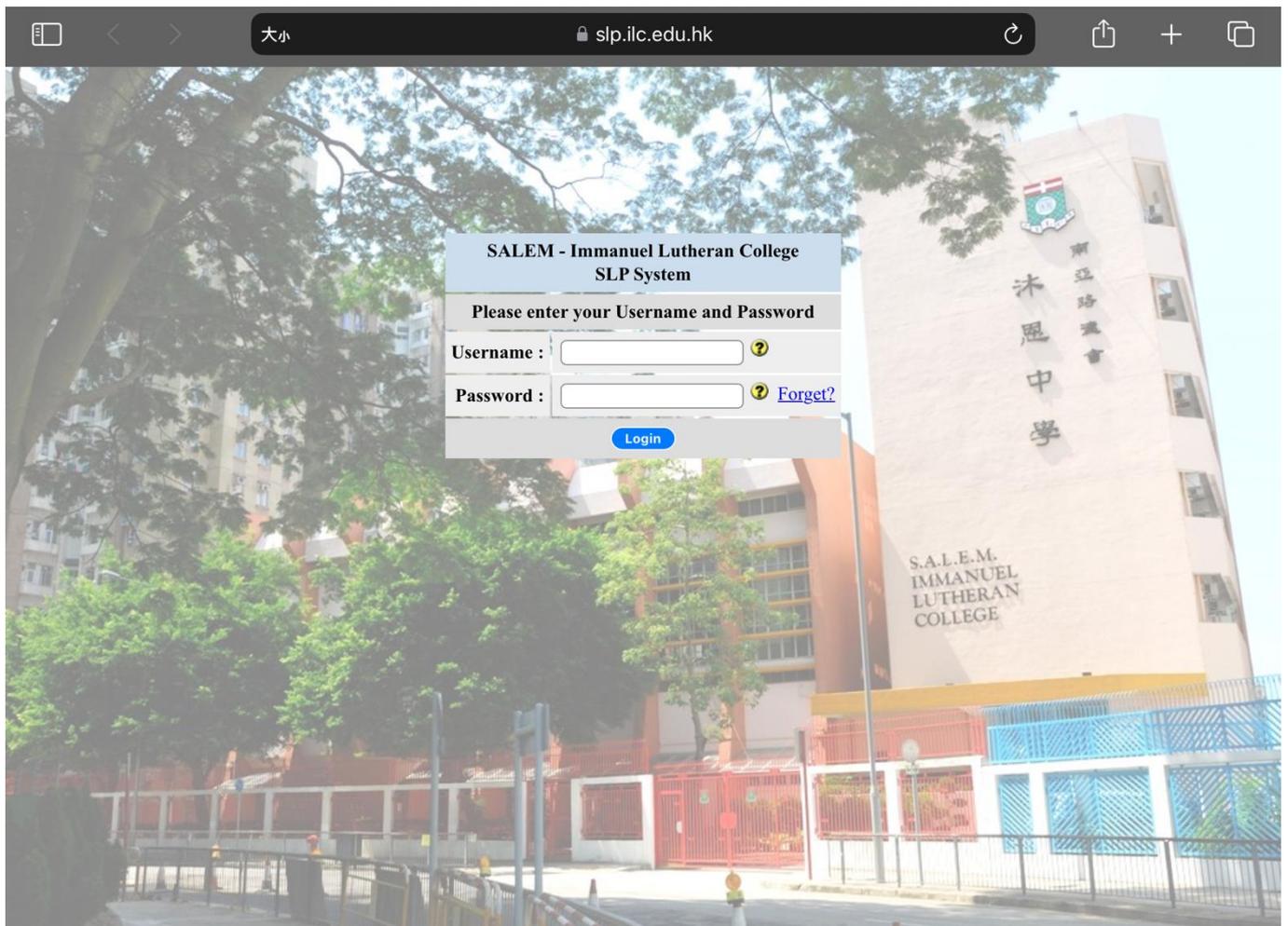
網址: <https://slp.ilc.edu.hk/index.htm>

登入帳號 (Username) : p+20xxxxxx (8 位學生編號)

登入密碼 (Password) : 已經 SchoolLink 電子通告編號 (二零二四/二零二五/零七 A) 發放

登入帳號及密碼已經 SchoolLink 電子通告編號 (二零二四/二零二五/零七 A) 發放。

如有任何登入問題, 請致電校務處, 電話 26673129。



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## 二、學校規則

**家長登入後請閱讀本校規章，並於下端按「同意」。規章內容包括校本制度、行為及學習獎懲準則等、考試規則等資訊。**

按此中文版 >

### SCHOOL MISSION

Our school is committed to providing quality Christian education and establishing a healthy learning environment to develop and raise students' potential. We ensure that students have full, all-round development in intellectual, physical, social and spiritual aspects so that they can face various challenges in life.

### SCHOOL REGULATIONS

**A. UNIFORM & HAIRSTYLE**  
Students must wear proper uniform (as specified by the School) to school during school days and non-school days. Students must also wear proper PE uniform (as specified by the School) during PE lessons. The School has the right to determine the length and style of students' hair.

**B. ATTENDANCE**  
Being punctual to all lessons is a responsibility that students have to fulfil for the School, their parents and themselves.

1. Tardiness:  
Any student arriving late (between 8:15 a.m. and the end of the second lesson or after the bell for the afternoon lessons at 1:50 p.m.) must get the "Statement of Tardiness" (FM-DGC-22) from the office. On the following day he/she must submit to the office the "Statement of Tardiness" (FM-DGC-22), written and signed by his/her parents. Being late without a proper reason will be considered as unexcused tardiness.
2. Absence:
  - a. To get approval for casual leave for dance exams, piano exams or medical appointments, students must apply via SchoolLink and upload the valid documents as proof three school days in advance. Attending tutorial class, travelling and visiting relatives are not acceptable reasons for casual leave. The School reserves the right to reject the application.
  - b. Any absence arising from sickness or other unexpected events, the parent/guardian of the student concerned should call the school office at 2667 3129 before 8:30 a.m. on the day of absence. The name and class of the student, the reason for absence, and the name of the caller must be stated clearly. Afterwards the parent/guardian should submit the leave record via SchoolLink and upload the medical certificate (if any).
  - c. For sick leave for more than one day, a medical certificate must be submitted. If considered necessary by the School, students who are absent for only one day also have to present a medical certificate.
  - d. The procedures for application for leave during tests or exams are detailed in the "Examination Regulations". For sick leave of one or more days, a medical certificate must be submitted. If approved, the score(s) of the exam(s) the student is absent from will be projected by the subject teacher(s) concerned.
  - e. Absences without approval from school, acceptable reasons, or following proper procedures for application for leave will be considered as truancy. A demerit will be given for each day of absence.
  - f. For exemption from P.E. lessons, a parent's/guardian's letter and a medical certificate must be presented.
  - g. Upon returning to school, the absentee must complete all the accumulated assignments and submit them to the teachers concerned within one week.
3. Early Leave:
  - a. No students are allowed to leave school without permission.
  - b. Same as casual leave application, students who wish to take early leave must notify the School three school days in advance.
  - c. Any student who has to take early leave for an unforeseen reason (e.g. illness) must inform the school office. The office will call the student's parent/guardian. If the parent/guardian cannot be reached, the student will remain in the care of the School. The procedures for early leave application are

6. 根據條例中的條款，任何人均有權：

- a. 查悉校方是否持有他的資料及查閱該等資料；
- b. 要求校方改正任何有關他的不準確的資料；
- c. 查悉校方對於資料的政策及常規和獲告知校方持有個人資料種類。

7. 根據條例的條款，校方有權就處理任何查閱資料的要求收取合理費用。

8. 任何關於查閱或改正資料，或索取關於資料政策及常規或所持有的資料種類的要求，應向下列人士提出：

新界大埔大元邨  
南亞路德會沐恩中學校長

9. 本通知不會限制資料當事人在個人資料（私隱）條例下所享有的權利。

註：本中文譯本僅供參考，如有歧義，須以英文版本為準。

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### PARENT'S DECLARATION

1. We clearly understand the school mission of SALEM – Immanuel Lutheran College, its school regulations (including basic systems of regulations, principles of conduct assessment, learning attitude assessment, service awards, etc.), examination regulations, notice relating to the Personal Data (Privacy) Ordinance, laboratory regulations, and how to use various platforms for accessing information and submit application.
2. We will also pay attention to other details about student behaviour assessment available in "Students Memorandum" as well as circulars to parents and students issued by the School.

**家長聲明**

1. 我們已詳細了解南亞路德會沐恩中學的辦學宗旨、校規（包括基本的校規制度、校規中的行為獎懲準則、學習態度獎懲準則、服務獎勵準則等）、基本考試規則、有關個人資料（私隱）條例的通知書、實驗室規則，以及怎樣透過不同系統接收訊息及作申請。
2. 我們亦會留意《學生備忘錄》中關於學生行為獎懲的細則，以及校方發出的家長或學生通告。

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### 三、更新學生個人資料

按下左邊功能列表下第一項「更新學生個人資料」。請閱讀個人資料收集聲明並按下「Agree 同意」。

The screenshot shows the parent portal interface. On the left, a blue sidebar contains a menu with the following items: 'Personal Information' (circled in red), 'Adverse Weather', 'School Regulations', 'Timetable', 'Award/Punishment Records', and 'Change Password'. The main content area displays the 'Personal Information Collection Statement ("PICS")' in English and Chinese. At the bottom of the page, the 'Agree 同意' button is circled in red, with a yellow arrow pointing to it from the right.

Parent of [Name] 家長 Login Time : 01-09-2024 22:08:04 Logout

**Personal Information**  
更新學生個人資料

**Personal Information Collection Statement ("PICS")**

This is a personal information collection statement under the Personal Data (Privacy) Ordinance ("the Ordinance").

1. Purpose of Collection

The personal data provided by parents/students to SALEM-Immanuel Lutheran College ("ILC") will be collected, retained, processed and used for the following purposes:

- for the use of communication between the school and parents/students.
- for the use of school's internal record, statistical analysis and research.

2. Security, Accuracy and Retention of parents'/students' Personal Data

ILC takes reasonable precautions to prevent the loss, misappropriation, unauthorised access or destruction of parents'/students' data. Only our authorised members will have access to and handle parents'/students' personal data. ILC also takes reasonable steps to ensure that all personal data held by it is accurate, complete, correct and reliable for the intended use.

3. Access and Correction of Personal Data

Parents'/students' have the right to request for correction and access to their personal data held by ILC. For correction of personal data, parents'/students may contact school office at any time. Yet, any data access request according to the Ordinance should be made in writing. A fee may be imposed for processing data access request.

If there is any inconsistency between the English and Chinese versions of this PICS, the English version shall prevail.

**個人資料收集聲明**

本個人資料收集聲明是根據《個人資料（私隱）條例》（以下簡稱為「條例」）的規定而編制。

1. 收集個人資料的目的

南亞路德會沐恩中學（以下簡稱為「本校」）將會收集、保存、處理及使用家長和學生向本校提供的個人資料，用作以下用途：

- 作為學校與家長和學生聯絡之用途。
- 作為學校的內部紀錄、研究及統計之用途。

2. 安全、準確及保留家長和學生的個人資料

本校採取合理的措施以防止家長和學生的個人資料遺失、挪用、擅自使用或毀壞，只有經授權的人士方可准許查閱及處理家長和學生之個人資料。本校採取合理的措施以確保保存之全部個人資料為準確、完整、正確及可靠以便作有可能之使用。

3. 查閱及修正個人資料

家長和學生有權要求修正及查閱本校所持有的個人資料。家長和學生可隨時聯絡校務處以修正個人資料。根據條例規定，所有查閱資料的要求應以書面形式提出。本校可能徵收處理查閱資料要求的費用。

附註：本中文譯本僅供參考。如有歧義，須以英文版本為準。

Agree 同意

家長須更新**三部份**學生個人資料：

1. 學生資料（內地出生的同學毋須輸入內地身分證號碼）
2. 家長/監護人資料
3. 學生健康紀錄及申報適合上體育課

請家長小心輸入每一項資料，確保資料無誤。家長如發現有任何資料需要更改，可直接在 SLP 內更改。

家長可在輸入過程中按「Save」暫存資料，更改完每一頁資料後，**必須在頁面左下方按「Confirm」**確認所有資料已輸入無誤。

Parent of [Name] 家長

大小 | slp.ilc.hk | 30-08-2023 10:49:44 | Logout

1. Student Information 學生資料 >>> 2. Parents' / Guardian's Information 家長 / 監護人資料 >> 3. Student's Medical Record 學生健康紀錄

Please update the following information.  
請更新以下各項資料。

**Personal Information 個人資料**

Registration Number 學生註冊編號 [Input Field] Student Reference Number 學生編號 [Input Field]

Name in English 英文姓名 [Input Field] Name in Chinese 中文姓名 [Input Field]

Chinese Commercial Code 中文商用電碼 [Input Field] Gender 性別  Female 女  Male 男

Date of Birth (dd/mm/yyyy) 出生日期 [Input Field] Place of Birth 出生地方 Hong Kong / 香港

HKIC Number 香港身分證號碼 [Input Field] ( [Input Field] ) HK Birth Cert No 香港出生證明書號碼 [Input Field]

Other Ident Doc (if any) 其他身分證明文件 (如有) [Input Field] Ident Doc No 身分證明文件號碼 [Input Field]

Nationality 國籍 China / 中國 Ethnicity 種族 Chinese / 華人

Spoken Language at Home 家庭常用語言 Chinese / 華語 School House 學社 Enoch / 義社

Last School Attended 以前就讀學校 [Input Field]

**Contact Information 聯絡資料**

Address in English [Input Field] 中文地址 [Input Field] Clear

Flat [Input Field] 室 [Input Field]

Save **Confirm & Next Page** ←

#### 四、惡劣天氣應變措施

家長須按左方「惡劣天氣應變措施」閱讀有關熱帶氣旋及暴雨之應變措施，並選擇在特別天氣情況下讓敝子弟放學的方式。

Parent of [Name] 家長

Personal Information 更新學生個人資料

**Adverse Weather 惡劣天氣應變措施**

School Regulations 學校規則

Timetable 上課時間表

Award/Punishment Records 學生獎懲記錄

Change Password 更改密碼

有關熱帶氣旋及暴雨之應變措施

敬啟者：鑑於每年五月至十月間為本港颱風及暴雨季節，為 貴子弟安全起見，本校就特別天氣之緊急安排如下：

A. 熱帶氣旋

熱帶氣旋信號	上課安排	課後活動 (包括樂器班及興趣班)	校內評估
三號或以下強風信號生效	照常上課		如常舉行
八號或以上烈風或暴風信號生效	學校停課		改期舉行 (有關統一測驗及考試的補改安排，請參考注意事項第 3 項)
上課中途改發八號或以上烈風或暴風信號	即時停課，學校會安排學生在安全情況下離校返家	取消	
停課中途改發較低或取消所有熱帶氣旋信號	學生不用回校上課		

B. 持續大雨

暴雨警告信號	上課安排	課後活動 (包括樂器班及興趣班)	校內評估
黃色	照常上課		如常舉行
紅色	<ul style="list-style-type: none"> <li>學校全日停課，學生不用回校上課。</li> <li>未離家上學的學生，應留在家中，毋須回校上課。</li> <li>如學生在上學途中獲悉停課，宜觀察雨勢、道路、斜坡或交通情況，以決定是否繼續前往學校。</li> <li>學校會保持校舍開放，安排教職員照顧已返抵學校的學生，並在安全情況下，按家長選擇之「<a href="#">停課放學方式</a>」安排學生離校返家。</li> </ul>	取消 (或按負責老師/導師發出的另行通知，如常/改期舉行)	改期舉行 (有關統一測驗及考試的補改安排，請參考注意事項第 3 項)
紅色或黑色	學生繼續上課，直至午膳或放學時間，學校家長選擇之「 <a href="#">停課放學方式</a> 」安排學生離校返家。		
黑色	如紅色或黑色暴雨警告信號在放學時，即下午 1:30 (半日課)		

##### Arrangement for students to return home / 停課放學方式

Regarding the "Arrangements for tropical cyclones and heavy persistent rain", I would choose the following way for my child to return home under special weather:

有關「有關熱帶氣旋及暴雨之應變措施」事宜，在特別天氣下我會選擇以下方式讓敝子弟放學：

- Return home on his/her own. / 敝子弟自行回家。
- Stay at school to do revision until the RED or BLACK signal is cancelled. / 敝子弟留校溫習，直至天文台取消紅色或黑色暴雨警告信號。
- Return home with guardian. / 由監護人親自到校接回敝子弟。
- Return home with following relative or friend designated by guardian / 由監護人委託以下親友到校接回敝子弟：

Name / 姓名：

Relationship / 關係：

Tel. No. / 電話：

## 五、上課時間表

家長可按「上課時間表」瀏覽敝子弟本學年班別的上課時間表。

Parent of [Name] 家長 Login Time : 30-08-2023 10:49:44 Logout

**Timetable**  
上課時間表

Personal Information  
更新學生個人資料

Adverse Weather  
惡劣天氣應變措施

School Regulations  
學校規則

Award/Punishment Records  
學生獎懲記錄

Change Password  
更改密碼

**Show Timetable**

School Year 2023 Term 1

Class 1A

Class : 1A (Ms Yuen Ming Wai (袁明蕙老師), Ms Cheung Sze Loi (張紫來老師))

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
08:00 am - 08:30 am	Morning Assembly					
08:30 am - 09:05 am		CHIS YMW A3	CHIN CSLO A3	HEC CYL HE D&T TCY DT	MUS LNL2 MUSIC	CL CLS MMLC2
09:05 am - 09:45 am	E&RE TCY A3	CHIS YMW A3	CHIN CSLO A3	HEC CYL HE D&T TCY DT	MUS LNL2 MUSIC	PTH YSY A3
09:45 am - 10:00 am	Recess					
10:00 am - 10:35 am	HEC CYL HE D&T TCY DT	SCJ CKMK IS	VA MHK ART	HEC CYL HE D&T TCY DT	PE SWF PLG	MATH LKL A3
10:35 am - 11:15 am	HEC CYL HE D&T TCY DT	SCJ CKMK IS	VA MHK ART	CHIN CSLO A3	PE SWF PLG	MATH LKL A3

## 六、Change Password (更改密碼)

家長可按「Change Password」更改密碼。

如家長忘記密碼，請致電校務處，電話 26673129。

Parent of [Name] 家長 Login Time : 30-08-2023 10:49:44 Logout

**Change Password**  
更改密碼

Personal Information  
更新學生個人資料

Adverse Weather  
惡劣天氣應變措施

School Regulations  
學校規則

Timetable  
上課時間表

Award/Punishment Records  
學生獎懲記錄

**Change Password**  
更改密碼

**Change Password**

Enter Old Password

Enter New Password

Re-enter New Password

Password Format:  
 - contain English character(s) a-z (lower case)  
 - contain English character(s) A-Z (upper case)  
 - contain digit(s) 0-9  
 - contain special character(s) ("Space" is not allowed)  
 The password should fulfill ALL criteria above.  
 Length of password: 8-40 characters  
 User ID cannot be used as password