

# 陳樹渠紀念中學

## Chan Shu Kui Memorial School

學校通告編號：S20/21-003

### 「CSKMS 家校通」流動應用程式

敬啟者：為加強學校與家長之間的通訊，方便家長隨時得悉及查閱學校及學生消息，同時減少使用紙張，保護地球環境，學校已全面推行「家校通訊電子化服務」，家長可使用流動應用程式版本或網頁版本(<http://cskms.schoolweb.hk>)，查閱及簽收電子家長通告，並可接收學校發出的即時訊息(如突發事件之情況)。網頁版本只有訊息功能，包括簽收回條、緊急通知等等，而流動應用程式版本則具備完整功能，讓家長查詢學生出席紀錄、初中功課及瀏覽校園活動相簿等資料。

家長在閱讀其中一款版本的電子回條後，只需選取「簽署」，或透過多項選擇等方式作回應（例如會否出席某活動等）便可，以後毋須再繳交紙張版本的回條。

附件為「CSKMS 家校通」流動應用程式的安裝方法及使用簡介，請家長詳閱，同時亦透過「CSKMS 家校通」或網頁版本(<http://cskms.schoolweb.hk>)進行簽署，讓學校確認家長已順利使用此程式。

如有查詢，請致電 23800241 與本校電腦室職員聯絡。

此致  
貴家長



招祥麒

校長 招祥麒博士

2020年9月1日

# 陳樹渠紀念中學

## Chan Shu Kui Memorial School

Circular Ref. No. : S20/21-003

1 September 2020

To: All Parents

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### 'CSKMS SCHOOL COMM' Mobile App

With a view to enhancing parent-teacher communication, allowing parents quick access to the information about our school and students and reducing paper use, an e-communication service was launched. By using the mobile app and the web page version (<http://cskms.schoolweb.hk>), parents can check and reply to circulars in e-format, and read the latest school news update. The mobile app allows complete access to all information such as students' attendance record, homework assignments and the school album.

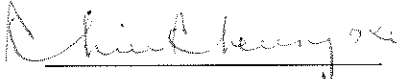
To reply to e-circulars, parents simply need to click the 'Signature' button or indicate their choice(s) by ticking one or more of the options given. Printed versions of circulars will not be used anymore.

The 'SCHOOL COMM User Guide' is appended herewith for your perusal. Please reply via the 'CSKMS SCHOOL COMM' mobile app or the web page version to let us know if the app is functioning properly.

For enquiries, you are most welcome to contact our IT team on 23800241.

Thank you very much for your attention



  
Dr. CHIU Cheung Ki  
Principal

**陳樹渠紀念中學**  
**家校通系統 SCHOOL COMM**  
**使用手冊**

### A. 登入資料

學生登入名稱：S+學生編號 例：S1910601

學生登入密碼：Cskms + 學生出生年份月份(yyyymm)

例：2015年3月出生，密碼為 Cskms201503

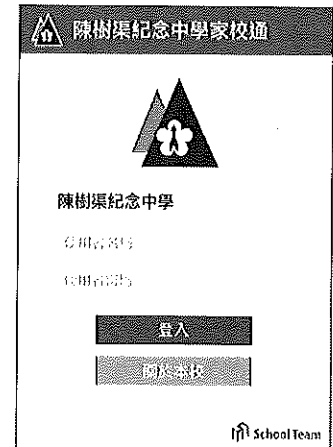
家長登入名稱：P+學生編號 例：P1910601

家長登入密碼：Cskms + 學生出生年份月份(yyyymm)，建議第一次登入後更改。

例：2015年3月出生，密碼為 Cskms201503

備註：

- 請家長於第一次登入時更改密碼。
- 使用此程式時，只需登入一次，除非重新安裝該程式或手機系統，否則毋須每次登入。
- 如家長忘記帳號密碼，可致電予校務處重新申請密碼，學校將會透過班主任通知家長新密碼。



### B. 安裝程式

#### iOS 平台

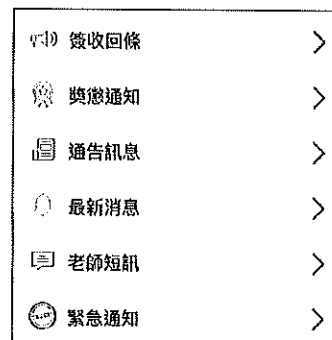
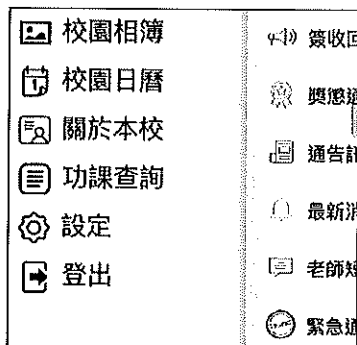
1. 進入 APP STORE，並搜尋「CSKMS」。
2. 找到「陳樹渠紀念中學家校通」程式後，按「取得」按鈕並安裝。
3. 由於此程式預設只為 iPhone 而設，所以當透過 iPad 找尋此程式，需把「只限 iPad」改為「只限 iPhone」才會出現該程式。當找到該程式後，便可進行安裝及開啓，與上文相同。

#### Android 平台

1. 進入 GOOGLE PLAY STORE，並搜尋「CSKMS」。
2. 找到「陳樹渠紀念中學家校通」程式後，按「安裝」按鈕，再按「接受」按鈕。

### C. 系統功能介面

包括智能手機 App、平板電腦 App，另外有網頁版本 (<http://cskms.schoolweb.hk/>)。網頁版本只有訊息功能。



登入後會預設先進入「訊息」功能，App 版本按左上方的校徽可看到其它功能。

「訊息」包括以下六種：

C1. 簽收回條

等同於一般回條，家長須選取「簽署 Signature」及輸入密碼作確認，或回答問題，例如出席與否。  
請注意，一經回答，將不能修改答案。

C2. 獎懲通知

相等於缺點信，優點信，家長須選取「簽署 Signature」及輸入密碼作確認。  
即日留堂通知亦會經此處發放，毋須簽名。

C3. 通告訊息：家長詳閱知悉後便可毋須簽名。

C4. 最新消息：學校最新消息，例如特別事項的資料等。

C5. 老師短訊：由老師發放予學生或家長的訊息。

C6. 緊急通知：學校緊急通知，例如重要突發事件。

D. 其他功能

D1. 出席紀錄：家長可於此查看學生的八達通拍卡紀錄(只會記錄上學和放學)出席紀錄每天更新時間為早上九時及下午四時半。

D2. 校園相簿：家長可於此查看不同活動的精彩照片。

D3. 校園日曆：家長可於此查看循環週以及各項學校活動。

D4. 關於本校：家長可於此查看本校的聯絡資料。

D5. 功課查詢：初中學生家長可於此查看學生的功課紀錄，每天更新時間約為下午四時四十分。

D6. 設定：家長可於此自訂界面語言、通知設定以及更改密碼等事項。

D7. 登出：系統預設登入後不需每次重新登入，如家長已完成使用此應用程式，請緊記登出。

# CHAN SHU KUI MEMORIAL SCHOOL SCHOOL COMM USER GUIDE

## A. Login In

Login ID of student : S+Student No. e.g. : S1910601

Password : Cskms + the year and the month of birth of the student(yyyymm).

Example : Born in March, 2015, the password should be Cskms201503

Login ID of Parent : P+Student No. e.g. : P1910601

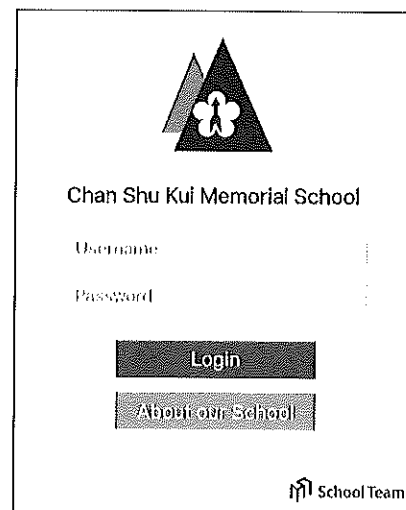
Password : Cskms + the year and the month of birth of the student(yyyymm).

Parents are highly recommended to change the password upon first login.

Example : Born in March, 2015, the password should be Cskms201503

Remarks:

- Parents should change the password upon first login.
- It is not necessary to re-login to this app unless you have reinstalled the program or the smart phone system.
- If parents have forgotten the password, please contact the school office (Tel: 2380 0241) to re-apply for a new password, which will be released to you by the class teacher of your child.



## B. Installation

### iOS Platform

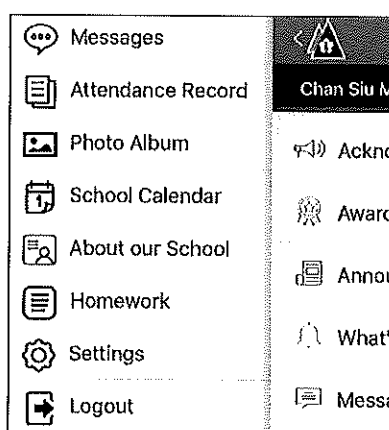
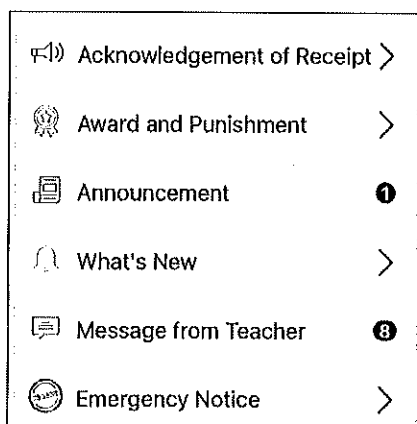
1. Search "CSKMS" in APP STORE.
2. When the app "CSKMS School Comm" is found, tap the "Get" button and install.
3. Since the default setting of this app is only for iPhone, when using an iPad, you should change the option from "for iPad only" to "for iPhone only".

### Android Platform

1. Search "CSKMS" in GOOGLE PLAY STORE .
2. When the app "CSKMS School Comm" is found, tap the "install" button and then choose "accept".

## C. System Interface

The system has three versions – smartphone 、 tablet and webpage version (<http://cskms.schoolweb.hk/>). The webpage version has "Messages" function only.



The first function shown is "Messages". For the app version of the system, you can tap on the school badge in the upper left corner, the other functions like "Attendance Record", "School Calendar" will be shown.

The Function " Message " includes:

- C1. School circulars  
Notice to parent. Parent's reply is required. Parents can choose "Signature" and enter the password to acknowledge the receipt of messages or sign up for events. Please note that no amendments are allowed once the reply is submitted.
- C2. Award and Punishment  
Notice to parent on awards and punishment of the student. Parent's reply is required.
- C3. Announcement  
Notice to parent. Parent's reply is not required.
- C4. What's New  
School news, such as information for special school events.
- C5. Message From Teacher  
Issued to individual students or parents by teachers.
- C6. Emergency Notice  
School emergency notifications, such as special arrangement under bad weather.

## **D. Other functions**

- D1. Attendance record  
Parents can read the In & Out record of students.  
(Attendance record will be updated at 9:00 am and 4:30 pm every day.)
- D2. Photo Album  
Parents can view the photos of different school activities.
- D3. School Calendar  
Parents can check the school cycle days and different activities.
- D4. About our School  
Parents can find the contact information of our school.
- D5. Homework  
Parents of F1 – F3 students can find the homework record here.  
(Homework records will be updated at around 4:40 pm every day.)
- D6. Setting  
Parents can change the settings here, such as language, notification and password etc.
- D7. Logout  
Please remember to log out every time.

- END -