

Reclaim2K — Tester School Onboarding Manual

Reclaim2K — 試點學校設置手冊

Version 1.2 · 2026-05-03 · Prepared by CNEC Lau Wing Sang Secondary School · 中華傳道會劉永生中學

Thank you for joining Reclaim2K as a pilot school in our joint-school collaboration toward the vision of helping students reclaim 2,000 hours from their phones. This manual walks you through every step of setting up your school's Google Sheet, configuring the platform for your students, and onboarding your community.

感謝貴校加入 Reclaim2K，成為我們聯校合作試點之一，共同實現「奪回 2,000 小時」、減少學生手機使用的願景。本手冊將引領貴校完成所有設置步驟，包括 Google 試算表配置、學生開戶以及社群推行。

Step 1 — Receive your school's login codes

步驟一 — 接收貴校登入代碼

The Reclaim2K super-admin will send your school's login codes (for students, teachers, and parents) to the designated **teacher-in-charge** via WhatsApp or email. The codes consist of:

- a **4-digit School Access Code** (entered once per device by every user)
- a temporary **Super-Admin handover password** (used only for the initial setup hand-off; you will replace this with your own teacher PIN in Step 4)

Reclaim2K 超級管理員將透過 WhatsApp 或電郵，把貴校的登入代碼（供學生、教師及家長使用）發送至指定的負責老師。代碼包括：

- **4 位數字學校存取碼**（每位用戶每部裝置只需輸入一次）
- 暫用的**超級管理員交接密碼**（僅供初始交接使用；於步驟四將由貴校自設的教師 PIN 取代）

Step 2 — Provide a school Gmail account for super-admin setup

步驟二 — 提供學校 Gmail 帳戶以供超級管理員設置

The teacher-in-charge sends a school-owned Gmail address (e.g., `reclaim2k@yourschool.edu.hk`) to the super-admin at **reclaim2k@lws.edu.hk**. The super-admin will then:

1. Create a Google Sheet titled `Reclaim2K - [Your School Name]`, owned by the school's Gmail
2. Configure the Sheet's tab structure (Students, Settings, Activity, etc.)
3. Bind a Google Apps Script to the Sheet and deploy it as a web app
4. Add your school to the Reclaim2K master directory so it appears in the in-app school selection list
5. Share the Sheet edit access with the teacher-in-charge

You will receive an email confirmation from the super-admin once your school's Sheet is live, including:

- The link to the Google Sheet

- The Apps Script web-app URL (for reference only — you do not need to handle this directly)
- Your school's 4-digit access code

負責老師將學校所擁有的 Gmail 地址 (例如 `reclaim2k@yourschool.edu.hk`) 發送至超級管理員 `reclaim2k@lws.edu.hk` 。超級管理員隨即會：

1. 為貴校建立 Google 試算表，名稱為 `Reclaim2K - [貴校名稱]`，由學校 Gmail 持有
2. 設置試算表的分頁結構 (學生、設定、活動等)
3. 為試算表綁定 Google Apps Script 並部署為 Web 應用程式
4. 將貴校加入 Reclaim2K 主目錄，使其顯示於應用程式內的學校選擇清單
5. 將試算表的編輯權限授予負責老師

設置完成後，超級管理員會發送電郵確認，內容包括：

- Google 試算表連結
- Apps Script Web 應用程式網址 (僅供參考，貴校無需直接處理)
- 貴校的 4 位數字存取碼

Step 3 — Populate your test student roster

步驟三 — 輸入測試學生名冊

The teacher-in-charge opens the school's Google Sheet and fills in the **Students** tab with test data. **Use fake names and fake personal details for the security-testing phase** — do not enter real student information until you have completed the consent and privacy review described in Step 9.

Each row should contain:

Column	Example value	Notes
Form	F.1 / F.2 / F.3 / F.4 / F.5 / F.6	Use Hong Kong secondary school form notation
Class	A / B / C / D	One letter per class
Number	01–40	Two-digit class number
Name (English)	Test Student	Free text
Name (Chinese)	測試學生	Optional but recommended
Date of Birth	DD/MM/YYYY	E.g., 24/12/2012
Email (parent or student)	optional	Used for parent encouragement notifications only

Recommended for security testing: enter ~10 dummy students across F.1A and F.2A. This is enough to exercise login, devotion progress, focus timer, parent dashboard, and teacher dashboard without exposing real student data while you confirm the platform is configured correctly.



負責老師於貴校 Google 試算表開啟「**Students**」分頁並輸入測試資料。安全測試階段請使用虛構姓名與個人資料——在完成步驟九所述的家長同意及私隱審查前，切勿輸入真實學生資料。

安全測試建議：於 F.1A 及 F.2A 各輸入約 10 位虛構學生，已足夠測試登入、靈修進度、專注計時器、家長面板及教師面板等功能，無須在配置確認前涉及真實學生資料。

Step 4 — Initialise teacher-PIN encryption (the "encryption script" stage)

步驟四 — 初始化教師 PIN 加密 (即「加密腳本」階段)

This is where your school replaces the temporary handover password with your own teacher PIN. The PIN is **never stored in plain text** — the application computes a SHA-256 hash in the browser and only the hash is written to your school's Google Sheet. **Detailed walk-through:**

1. Open Reclaim2K either in a browser at <https://reclaim2k.org> or in the iOS / Android app
2. On the welcome screen, tap  **學校用戶 / School User**
3. Pick your school from the dropdown list and enter the 4-digit access code from Step 1
4. On the login screen, switch to the **老師 / Teacher** tab
5. Because no teacher PIN is set yet, the app will display **"First-time Teacher PIN Setup"** instead of a normal login
6. Enter:
 - **New teacher PIN** — minimum 8 characters, must include at least one uppercase letter, one lowercase letter, and one digit. We recommend a string of the form [SchoolPrefix][PhoneSuffix][Name][TeacherID] (e.g., for our school: CNECLWS2715Matthew1344)
 - **Confirm new PIN** — type the same value again
 - **Recovery email (optional but recommended)** — an email address to which a recovery link can be sent if the PIN is forgotten
7. Tap  **設定密碼並登入 / Set PIN & Login**
8. The app computes SHA-256 of your plaintext PIN in the browser, sends only the hash to your school's Apps Script, and the script writes the hash to a Settings row keyed `teacher_pin_hash`
9. The app then immediately verifies the new PIN — you should arrive at the teacher dashboard



① Welcome screen 歡迎畫面



③ Teacher tab 老師分頁

④ First-time PIN setup 首次設置 PIN

If you encounter any difficulty during Step 4, please contact our IT support at CNEC Lau Wing Sang Secondary School:

- Email: vincent@lws.edu.hk
- School office tel: +852 2715 6333

We are happy to walk you through the PIN setup over a video call.

此步驟讓貴校以自設的教師 PIN 取代暫用交接密碼。PIN 絕不會以明文儲存——應用程式於瀏覽器中即時計算 SHA-256 雜湊值，只有雜湊值會寫入貴校的 Google 試算表。詳細步驟：

1. 於瀏覽器開啟 <https://reclaim2k.org>，或開啟 iOS / Android 應用程式
2. 於歡迎畫面點選  學校用戶（對應上圖①）
3. 從下拉選單選取貴校，並輸入步驟一收到的 4 位數字存取碼（對應上圖②）
4. 於登入畫面切換至 老師 分頁（對應上圖③）
5. 由於尚未設置教師 PIN，應用程式會顯示「首次設置教師 PIN」介面（對應上圖④）
6. 輸入：
 - 新教師 PIN —— 至少 8 個字元，必須包含至少一個大寫英文字母、一個小寫英文字母及一個數字
 - 再次輸入確認 PIN
 - 救援電郵（可選但建議）—— 忘記 PIN 時可收取重設連結
7. 點選  設定密碼並登入

Step 5 — Test functionality and customise content

步驟五 — 測試功能及自訂內容

Once your teacher PIN is set, log in with it and test every major feature. Replace any content that does not belong to your school with your own:

1. **Daily devotion plan** — review the F.1–F.6 dictation devotion plan currently shown to your test students. If it contains template content from another school, see Step 6 below to replace it with your school's own plan
2. **Suno worship playlist** — open the Music / Suno tab. Remove default songs that are not from your school
3. **Teacher devotion video list** — open the teacher dashboard's Devotion Videos section and seed it with your own short teacher-led clips (5–10 minutes)
4. **Mini-game library** — the Polishing the Sword (磨劍) game and seed memorisation games are available by default; you may add your school's student-built games via the in-app Submit Game form
5. **Cross-school Community feed** — confirm your school's submitted content appears on other pilot schools' feeds and vice versa

You may give individual students access to a particular teacher devotion if they request it.

教師 PIN 設置完成後，請登入並測試所有主要功能，並把不屬於貴校的內容替換成貴校自家內容：每日靈修計劃、Suno 敬拜播放清單、教師靈修影片清單、小遊戲資料庫、跨校社群動態。



Step 6 — Set up your school-based devotion plan (separate Google Sheet)

步驟六 — 設置貴校的校本靈修計劃 (另一份 Google 試算表)

Reclaim2K supports a **per-school F.1–F.6 dictation devotion plan**. The plan lives in a **separate Google Sheet** (the "Memorize Sheet") that your Religious Studies coordinator owns and curates. **For setup details, please contact the super-admin at reclaim2k@lws.edu.hk** — the super-admin will provide the Memorize Sheet template, walk your coordinator through publish-to-web settings, and link the published URL into your school's Settings tab.


Reclaim2K 支援每校自家 **F.1–F.6 默書靈修計劃**。該計劃儲存於另一份 **Google 試算表** (簡稱「Memorize Sheet」)，由貴校宗教科統籌老師持有及編訂。設置詳情請聯絡超級管理員 reclaim2k@lws.edu.hk —— 超級管理員將提供 Memorize Sheet 範本、協助統籌老師完成「發佈到網頁」設定，並把發佈網址連結至貴校 Settings 分頁。


Step 7 — Onboard your students

步驟七 — 學生開戶

Direct your students to access Reclaim2K via:

- **Browser:** <https://reclaim2k.org>
- **QR code:** print the school's QR code (provided in the downloads folder of reclaim2k.org) and project it during the introduction lesson
- **Add to Home Screen:**
 - **iPad / iPhone (Safari):** Share button → 加到主畫面 / Add to Home Screen
 - **Android (Chrome):** menu (:) → 新增至主畫面 / Add to Home screen

Each student logs in by tapping  學校用戶 / **School User**, selecting your school, entering the 4-digit access code, and entering their **class · number · date of birth**. No password is required for students; identity is verified against the roster from Step 3.

學生透過上述任何途徑進入 Reclaim2K，於歡迎畫面點選  學校用戶、選取貴校、輸入 4 位數字存取碼，再輸入班別、學號、出生日期即可登入。學生毋須密碼；身份會與步驟三的名冊核對。



① Welcome — tap  學校用戶 歡迎畫面

② Pick the school 選取貴校



Step 8 — Become a Google Play tester (Android only, mid-May 2026)

步驟八 — 加入 Google Play 測試 (限 Android · 2026 年 5 月中旬)

The Reclaim2K Android app will be available on the **Google Play Closed Testing track** from approximately **5 May 2026 to 19 May 2026**. **Teachers who would like to be Closed Testers** are invited to participate, subject to:

1. An **Android phone**
2. A **Google account (Gmail) signed in to your Android phone**

To enrol, email reclaim2k@lws.edu.hk with subject "Google Play Tester · [Your Name] · [Your School]" and the Gmail address signed into your Android phone. You will receive an opt-in link from Google Play within ~24 hours.

The Reclaim2K iOS App Store version is currently in Apple App Review and will be released as soon as approval is granted.

Step 9 — Parental consent for student-submitted content only

步驟九 — 僅就學生提交內容收集家長同意書

General platform onboarding does NOT require parental consent. Students may use Reclaim2K's daily devotion, focus timer, devotion videos, mini-game library, and cross-school feed without any consent paperwork.

Parental consent IS required, however, before any student voluntarily submits creative content of their own to the Reclaim2K platform or the "Run to Jesus" YouTube channel. This applies to:

- **Student-designed mini-games** (HTML5 games submitted via the in-app form)
- **Suno worship songs** composed or co-composed by the student
- **Slogan posters** created by the student
- **Testimony videos** that may be uploaded to the "Run to Jesus" YouTube channel
- **Written articles or testimonies** for the cross-school community feed

For these submissions, please:

1. **Send the parent consent form** — bilingual template at <https://reclaim2k.org/downloads/Reclaim2K-Parent-Letter-Template.pdf>
2. **Collect the signed slip** before that student submits the content (the in-app submit form will ask the student to confirm parental consent has been obtained)
3. **For testimony videos specifically:** confirm the parent's choice on the three-tier YouTube upload option (Public / Unlisted / Decline) before any video involving the student is uploaded
4. **Hand parents the privacy-policy link:** <https://reclaim2k.org/privacy>
5. **Keep the signed slip on file at school** — Reclaim2K does not collect or store the consent paperwork itself

一般平台使用毋須家長同意。學生可直接使用 Reclaim2K 的每日靈修、專注計時器、靈修影片、小遊戲資料庫及跨校動態。

惟學生自願將自己創作的內容提交至 Reclaim2K 平台或「Run to Jesus」YouTube 頻道前，必須取得家長書面同意。此項規定適用於：

- 學生設計的小遊戲（透過應用程式內表格提交的 HTML5 遊戲）
- 由學生創作或合作創作的 Suno 詩歌
- 學生製作的口號海報
- 見證影片 —— 可能會上載至「Run to Jesus」YouTube 頻道
- 書面文章或見證 —— 用於跨校社群動態

針對以上提交內容，請：

1. 發送家長同意書 —— 中英對照範本：<https://reclaim2k.org/downloads/Reclaim2K-Parent-Letter-Template.pdf>
2. 於該學生提交內容前收回簽署同意書 (應用程式內提交表單會要求學生確認已取得家長同意)
3. 若涉及見證影片：於上載任何涉及學生的影片前，確認家長就 YouTube 上載三選一選項 (公開 / 不公開 / 拒絕) 的選擇
4. 向家長提供私隱政策連結：<https://reclaim2k.org/privacy>
5. 同意書正本由學校保存 —— Reclaim2K 不會收集或儲存同意書本身

Step 10 — Plan a student onboarding lesson

步驟十 — 設計學生開戶課堂

We recommend running a single 35-minute lesson per F.1–F.3 class:

Time	Activity
0:00–0:05	Vice Principal or class teacher introduces the "Reclaim 2,000 Hours" vision
0:05–0:15	Demonstrate three core features: daily devotion, focus timer (Pomodoro with HFC), Polishing the Sword mini-game
0:15–0:25	Students log in with their own credentials and complete their first daily devotion together
0:25–0:30	Show the Suno worship submission and Mini-game submission paths
0:30–0:35	Q&A; remind students that all submissions are super-admin reviewed before publishing

Complete lesson-plan PDF:

<https://reclaim2k.org/downloads/Reclaim2K-Student-Getting-Started.pdf>

Daily devotion home
主頁與每日靈修

Community feed
社群動態

Parent dashboard
家長面板

Step 11 — Ongoing feedback and incident reporting

步驟十一 — 持續意見回饋與事故通報

Send any of the following to feedback@reclaim2k.org or reclaim2k@lws.edu.hk:

1. **Bugs**
2. **Feature requests**
3. **Content concerns** — super-admin investigates within 7 business days
4. **Privacy / PDPO concerns** — phone +852 2715 6333 for 24-hour response
5. **Quarterly impact reflection** — feeds into the EDB Phase B impact assessment

Remarks · 備註

In addition to teachers, **enthusiastic church pastors, students, and other community members** are warmly welcome to join the Google Play Closed Testing window from **5 May 2026 to 19 May 2026**. Send your Gmail (signed in to an Android phone) and a brief note of your role to reclaim2k@lws.edu.hk.

除教師外，亦誠邀有心參與的牧者、學生及其他社群成員於 **2026 年 5 月 5 日至 5 月 19 日** 加入 Google Play 封閉測試。請將已登入 Android 手機的 Gmail 及簡述您的角色，電郵至 reclaim2k@lws.edu.hk。

Contact · 聯絡

Purpose 用途	Contact 聯絡
Operator school office · 主辦學校校務處	CNEC Lau Wing Sang Secondary School · 中華傳道會劉永生中學 · 323 San Ha Street, Chai Wan, Hong Kong · +852 2715 6333 · lws@lws.edu.hk
Project enquiries · 專案查詢	reclaim2k@lws.edu.hk
Bugs / app support · Bug / 應用程式支援	feedback@reclaim2k.org
Vice Principal (project lead) · 副校長 (專案統籌)	Mr Lo Wai Chung 盧維中 · vincent@lws.edu.hk
Public landing page · 網站	https://reclaim2k.org
EDB seminar listing · 教育局課程	https://tcs.edb.gov.hk/tcs/admin/courses/previewCourse/forPortal.htm?courseId=CDI020261128&lang=zh

"My 2,000 · Your 2,000 · Target: 200,000" — Reclaim2K is offered as a gift to schools, not owned by any one school. Less scrolling. More living. — Hebrews 12:1-2

「我的 2,000 · 你的 2,000 · 目標：200,000」—— Reclaim2K 是給學校的禮物，不為任何單一學校所擁有。少滑手機，多活生命。— 希伯來書 12:1-2

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