Personal Learning Device (PLD) Initiative

Briefing for Parents

A PRESENTATION BY
MINISTRY OF EDUCATION, SINGAPORE

The National Digital Literacy Programme and the PLD Initiative

An Overview

The National Digital Literacy Programme (NDLP)

1. The NDLP was launched in March 2020 to **make digital learning inclusive** by **equipping students with the digital skills** to be future-ready.

2. Under the NDLP, every secondary school student will **own a school-prescribed personal learning device (PLD)**. Students may use funds from their Edusave Account to pay for the PLD.

Intended Outcomes of the PLD Initiative

The use of the PLD for teaching and learning aims to:

Support the Development of Digital Literacy

Support Self-Directed and Collaborative Learning

Enhance Teaching and Learning

Students' Experiences

Digital Literacy – Students' Voxpop - YouTube

Learning with a PLD

CHIJ St. Theresa's Convent

How will your child use the Personal Learning Devices

- Curate information, create digital products and communicate and collaborate with others digitally.
- Use different online platforms for learning inside and outside classroom.
- Use productivity tools (note-taking, scheduling of homework, online storage) to inculcate self-directed strategies that improve productivity.
- Able to learn effectively and responsibly with their PLDs.

Supporting Students in the Safe and Effective Use of the Devices

Supporting Students in the Safe and Effective Use of the Devices

The school has measures in place to enable a safer digital environment for learning with the use of PLDs, e.g.

- Classroom Management and Routines : Acceptable Use Policy

- Educating students on Cyber Wellness

- Partnering parents/guardians to ensure that students are well-supported in their use of technology for learning

- Device Management Application (DMA)

Classroom Management and Routines : Acceptable Use Policy (AUP)

- Parents could refer to the AUP when helping to manage his/her child's use of the PLD.The AUP will help your child to **understand the expectations of device use** to **enable a conducive learning environment.**

- It also **outlines** the **consequences** for violating the policy.

CHIJ St. Theresa's Convent's
Acceptable Use Policy (AUP) in student

Acceptable Use Policy (AUP)
Agreement for Personal Learning
Devices (PLD)

This policy applies to all computing Personal Learning Devices (PLDs), school's ICT facilities, equipment and resources used at CHIJ St. Theresa's Convent by students, staff or guests. The policy also applies to any other device considered by the School to fall under this policy.

Teachers may set additional requirements on the use of the PLDs as required for the conduct of their lessons.

ICT facilities, equipment and resources include the following, but are not limited to, school's internet network, Computer Labs, hardware (e.g. laptops, tablets, computers), software (e.g. school's learning management system, productivity software, online tools) and peripherals (e.g. projector, scanner, camera).

General

1. Students are responsible for their PLDs. The school will not be held responsible for any damage, theft or loss of their devices. In the event of loss or theft of devices, students must make a police report and report the matter to the school.

2. PLDs should be safely kept away and not left unattended. Students should lock their PLDs in their lockers when not in use for a period of time.

3. PLDs can only be used during curriculum time in the classroom under the instruction of the teacher.

4. Permission must be sought from your teacher to go to the locker to lock or retrieve the PLD.

5. Students should ensure that their PLDs are fully charged before bringing them to school. Students are not allowed to charge their PLDs in the classrooms.

6. Students should bring their PLDs home with them at the end of every school day.

7. Students' PLDs are installed with device management application software. When enrolled, the software will manage students' device usage based on settings determined by the school. Students should not attempt to uninstall or de-enroll themselves from the software. Any violation might lead to disciplinary action in accordance to the school's discipline policy.

8. Students are responsible for using school-owned ICT facilities, equipment and resources for the purpose of learning. Personal use such as gaming, gambling and engaging in social media platforms is strictly prohibited.

9. Students are responsible for any resource that is borrowed from school for the duration of the loan. The user will bear the cost of damage, theft or loss due to negligence and face disciplinary action in accordance with the school's discipline policy.

Account

10. Students are responsible and accountable for all activities conducted via their own accounts.

11. Students are responsible for the security of their account IDs and passwords. All account IDs and passwords should not be shared with anyone.

12. Users should change their passwords every 6 months. Failure to do so would constitute as negligence.

13. Students are to use their full name as stated in their EZlink cards for all account IDs. Aliases, nicknames and pseudonyms are not allowed.

14. Students should not use their accounts for any illegal or unethical activities. These include posting online remarks that are racially and religiously insensitive, vulgar and/or offensive statements, disruptive of public order and intentionally causing emotional distress/harm to others.

15. The computing devices are meant for educational use only. Students should not use them for purposes beyond teaching and learning e.g. gaming, any online trade (i.e. buying and selling of goods and services).

16. Students should not use devices to store, modify or create content (e.g. documents, presentations, pictures, videos) that is pornographic or defamatory in nature.

Email & Social Media

17. Students should not post or share any indecent, obscene, pornographic, defamatory material/message that offends and causes distress to other people.

18. Students are reminded that threats, harassment, embarrassment, impersonation and intimidation to others is a chargeable offence under the Singapore Legal System.

19. Students are expected to remain courteous and polite in all online interactions.

Privacy and Safety

20. Students should not reveal their personal details (e.g. phone number, home address, NRIC, passwords, or passwords of other people) openly online.

21. If students inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a trusted adult (e.g. parents or teachers) immediately.

22. Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, is an act of vandalism and subject to disciplinary action in accordance with school's discipline policy.

Intellectual Property

23. Students should not access, download, copy or share any copyrighted materials (such as pictures, videos, music) without explicit permission from the owner.

24. Students should not own, copy or share software in an unauthorised or illegal manner.

25. The rights of all materials and data created using the school's ICT facilities and resources are jointly owned by the school and the user.

The school reserves the right to record and retain data on school-owned devices and/or accounts issued by the school for investigation or evidence.

Violation of any policies, rules or administrative procedures may result in a temporary suspension or revocation of student's account. The student may also face disciplinary action in accordance to the school's discipline policy.

Student: I understand and will abide by the Agreement.

Name:_____Class:_____Signature:_____

Date: _____

Parent: I have read the Agreement with my child. We have discussed and understood the Agreement.

Name:_____Signature:_____

Date: _____

Cyber Wellness Education

Educating students on Cyber Wellness

MOE has made significant changes to the Character and Citizenship Education. Cyber Wellness lessons will feature significantly in the CCE2021 lessons.

Topics covered in the Cyber Wellness lessons include:

- Cyber Use

- Cyber Identity

- Cyber Relationships

- Cyber Citizenship

- Cyber Ethics

Parents'/Guardians' Role

- We would like to partner parents/guardians to ensure that students are well supported in their use of technology for learning.

- As parents/guardians, you can help in the following ways:
  - Model good digital habits for your child/ward e.g. parents/guardians not using devices during family meals.
  - Know your child/ward well, and have conversations with your child/ward about safe and responsible use of technology.
  - Set ground rules for internet/device usage.
  - Guide your child/ward to use productivity tools using his/her PLD, to organise information and simplify tasks for efficiency.

Parents' Voices: In Conversation on Students' Use of PLDs for Learning

https://youtu.be/6oIAtbruVf4

Role of the DMA in Providing a Safer Digital Environment for Learning

Device Management Application Installation

- Your child's/ward's PLD will be installed with a Device Management Application (DMA) to provide a safer digital environment for learning.

- Installation of the DMA will be performed after the collection of the device. Students will be guided on the installation.

- This applies to both devices purchased through the school and pre-existing student-owned devices.

- The DMA will be **funded by MOE** and will be **uninstalled** from the device **when your child/ward graduates/leaves the school**.

In-School DMA Settings (Default)

Schools will determine DMA settings for **in-school use**. As a default, these settings will continue to be in place after school as well:

- MOE and the school will set the level of web content filtering, including filtering out objectionable content or content that may not be conducive to teaching and learning (e.g. social media, pornography, gambling, or websites containing extremist content)

- Students will be able to use the device from 7 a.m. to 11p.m daily

- The school will determine the apps and programs to be installed to support teaching and learning

Providing Parents/Guardians with Greater Choice for After-School PLD Use

The school will provide parents/guardians with more information on exercising the options.

Default	Option A	Option B
In-school DMA settings will continue after school hours	**Parents/Guardians can modify the DMA settings after school hours**	**Parents/Guardians can choose to disable DMA after school hours**
For parents/guardians who want their child's/ward's use of the devices to be restricted only to teaching and learning, and prefer to leave it to the school to decide on DMA settings after school hours.	For parents/guardians who want more leeway over the use of the device, and prefer to take charge of the level of restrictions for their child's/ward's use of the device after school hours.	For parents/guardians who do not want their child's/ward's use of the device to be regulated by DMA after school.

- Having default school settings continue after school hours is the best option for parents/guardians who prefer not to, or do not feel ready to manage their child's/ward's device use on their own.
- Parents/guardians can request to change their choice of DMA settings at any time.

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Providing Parents/Guardians with Greater Choice for After-School PLD Use

	Default	Option A	Option B
Protecting students from objectionable content	MOE/school sets level of web content filtering	Parents/Guardians can apply additional content filtering	No content filtering
Reduce distractions from learning through control of applications	Parents/Guardians and students **unable** to install additional applications	Parents/Guardians and/or students can install applications after school hours, but these applications are disabled during school hours	
Limit screen time	School sets hours during which students are able to use the device online	Parents/Guardians can modify the amount of screen time*	No control over screen time

*Screen time limits set by the school will override parents'/guardians' settings during school hours.

Providing Parents/Guardians with Greater Choice for After-School PLD Use

	Default	Option A	Option B
Parent/guardian account	Provided to allow monitoring of PLD activities after school hours		Not provided
Monitor students' cyber activities	Parents/Guardians can track their child's/ward's browser history after school hours		Parents/Guardians will **not** be able to monitor or control their child's/ward's use of the device through the DMA after school hours No data* will be collected during use of PLD after school hours

*Parents/Guardians and students on Option B will need to use non-Chrome browsers to avoid web browsing history tracking and web content filtering. **[Only for Windows schools]**

Deciding on the Choice of After-School DMA Option

Parents/guardians may wish to consider the following questions before deciding on the choice of after-school DMA option which is best for your child's/ward's learning.

1. Child's/ward's current device usage habits

- How much time does my child/ward spend on their device?

- How well is my child/ward able to regulate their device usage on their own?

- Does my child/ward get easily distracted while doing online learning?

2. Parents'/Guardians' involvement

- How confident and familiar am I with managing my child's/ward's cyber wellness?

- Are there existing routines and open conversations on the use of the Internet at home?

- Am I aware of how to prevent different types of cyber threats that my child/ward might face?

Have a conversation with your child/ward to talk about which setting is best for your child's/ward's learning.

Data Collected by the DMA

The DMA does **NOT** collect any of the following data:

- Login IDs and passwords entered into websites or into any applications

- Actions performed (e.g. posts, online comments, items added to a shopping cart, etc.) when visiting websites and using apps

- Documents and photos stored in the PLDs

- PLD location

- Webcam videos and microphone recordings
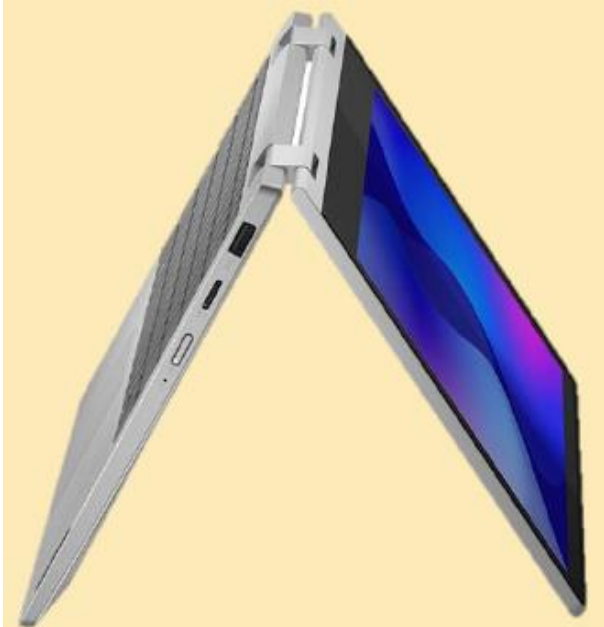
Additional Resources for Parents

To support you in keeping your child/ward safe online, you may refer to these additional resources:

- Parent Handbooks (I) and (II) on Learning with a Personal Learning Device (shared by the school)

- Parent Kit on Cyber Wellness for Your Child (https://go.gov.sg/moe-cyber-wellness)

- Schoolbag article 'Keeping our teens safe online' (https://www.schoolbag.edu.sg/story/keeping-our-teens-safe-online)

- MOE Cyber Wellness Programme (https://www.moe.gov.sg/programmes/cyber-wellness/)

- Media Literacy Council (https://go.gov.sg/better-internet-sg)

- National Library's Learning & Information Literacy Resources (https://sure.nlb.gov.sg/)

- TOUCH Community Services (https://help123.sg)

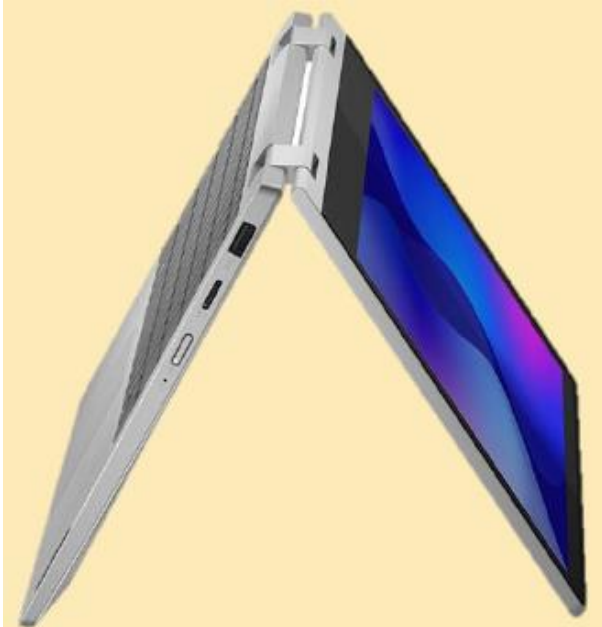# Device Information

CHIJ ST. THERESA'S CONVENT'S PLD

The school will be using the **Lenovo 300e 2nd Gen** for teaching and learning.

Total cost with GST: **S$629.10**

Intel N4120 processor, 4GB RAM, Windows 10, 256 GB Storage,

11.6" TouchScreen, 1.31 kg, wifi, Bluetooth, built-in camera, optical mouse.

CHIJ ST. THERESA'S CONVENT'S PLD

Lenovo 300e 2nd Gen

The school chose the device because of:

- Portability

- Durability

- T&L Affordances

PLD Bundle

Device Bundle includes
• Lenovo 300e 2nd Gen • Insurance and Warranty

Your child's/ward's PLD will come with the **Enhanced Device Bundle** which includes:

- 3-year warranty and 3-year insurance
- 2 repairs or 1 replacement claim

Insurance Coverage

The package includes **3-year warranty, and 3-year insurance** which includes:

Insurance Coverage	Claimable
● Fire ● Lightning ● Power Surges ● Accidental e.g water spillage, drop etc ● Theft due to forcible entry ● Robbery * Accidental loss will not be covered by insurance.	2 repairs or 1 replacement (3-year insurance)

What's Next?

For Singapore Citizens (SC) Students

Time Frame	Activity
11 Jan 2021	School will issue Letter via PG to Parents for Procurement which includes the following annexes: • Intent to purchase • Use of Edusave (Hardcopy letter is available through the Form Teacher)
17 Jan 2021	All parents to indicate your consent to purchase PLD on Form SG https://go.gov.sg/pdlpadmin
Apr- May*	Collection of devices by students

*estimated

For Permanent Residents / International Students

Time Frame	Activity
11 Jan 2021	School will issue letter to Parents via PG for Procurement which includes the following annex: • Intent to purchase (Hardcopy letter is available through the Form Teacher)
17 Jan 2021	All parents to indicate your consent to purchase PLD on Form SG https://go.gov.sg/pdlpadmin • Parent/Guardian to make payment via Giro/ Cheque to the General Office
Apr- May*	Collection of devices by students

*estimated

Letter to Parents for Procurement

singpass

Parents with Singpass can access the Letter to Parents for Procurement to indicate your consent via the following link:

https://go.gov.sg/pdlpadmin

* Parents/Guardians without Singpass can request for the hardcopy letter via your child's/ward's form teacher.

Collection of Devices

Your child/ward will be collecting his/her device in school **is estimated to be around Apr- May 2022.**

If you would like to verify the condition of the device during collection with your child/ward:

- You may arrange to collect the device **at the contractor's service / collection centre*** or appoint an adult proxy to do so.

- Your child/ward would need to bring the device to school and arrange for the school's IT department to install the DMA.

Please approach the school for further advice or clarification if you would like to make this arrangement.

* Parents/Guardians (or adult proxy) will **<u>not</u>** be able to collect the PLD from the school.

Important Contacts / Helplines

To access / find out more about...	Contact / Helpline
This deck of slides	School website
Edusave balance	6260 0777
Financial assistance	Please approach School General Office