



## **General Learning Routines with PLD**

### **General Precautions**

1. Ensure the working area is free of food and drinks.
2. Ensure that PLD is always placed on a level surface.
3. Always carry your PLD with closed lid.
4. Do not lean on, poke or put pressure on the screen.
5. Do not place anything (e.g. pens, pencils, notebooks) on the keyboard before closing the lid.
6. Ensure that the identification label provided by the school is placed on PLD lid. If your label is torn, please approach General Office for assistance.
7. Keep your PLD in locker when not in use and lock your locker at all times.

### **Before Leaving Home**

1. You only need to bring your PLD to school as requested by your subject teachers.
2. Charge your device daily / bring a fully charged device to school.
3. Ensure that the stylus is inserted in storage port.
4. Put your PLD in its protective case.
5. Place your PLD, mouse and earpiece into your bag.

### **Before Morning Assembly**

1. Turn on your PLD and check that it can connect to school WIFI (pdlp@SSOE).
2. Shut down your PLD.
3. Safekeep your PLD inside your bag or locker. Never leave your PLD unattended.
4. Switch off your mobile phone and keep it in your bag or locker.

### **During Lesson (Require PLD)**

1. Place your PLD flat on top right corner of your table at all times.
2. Never leave your PLD unattended.
3. Place your screen at least 45 degree downwards when your teacher is giving instructions or teaching.
4. Use only functions or programs permitted by teacher.
5. Mute your PLD unless permission is obtained from the teacher for instructional purposes.
6. Save your work regularly and 5 minutes before the end of the lesson.
7. Shut down and keep your PLD in locker at the end of lesson.

\*\* When going to special rooms i.e. Art Room, CE Room, D&T and Science lab, carry your PLD with closed lid



### **During PE**

1. Ensure your PLD is shut down.
2. Safekeep your PLD in your locker.

### **During recess or lunch break**

1. If you are using PLD, never leave your PLD unattended.
2. Students are strongly encouraged to use the electronic devices for learning.  
(Refer to Acceptable Use Policy)

### **During CCA or Activities**

1. Safekeep your PLD in your locker.
2. If you are required to use PLD, never leave your PLD unattended.

### **Before Leaving School**

1. Check that the stylus is in storage port.
2. Keep your PLD and ear piece in your bag.
3. Bring your PLD back home.

### **Technical Issues**

If you encounter any problem during curriculum period,

1. check with your peers or teacher for help,
2. if unresolved, restart your PLD,
3. if it is still unresolved, your teacher will contact ICT personnel.

If you encounter any problem during non-curriculum time,

1. restart your PLD,
2. if unresolved, bring your PLD to computer lab 2, daily from 3 PM to 4 PM.