



Swiss Cottage Secondary School

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Date: 23 Dec 2022

Annex D: Intent to Purchase Personal Learning Device (PLD)

1. Please tick only one of the following options and submit the form to the school General Office no later than 13/01/23 Friday:

☐ **Yes**, I would like to purchase the PLD bundle described in paragraph 3 of the school letter on PDLP and would like to use my child's/ward's Edusave (to the applicable limit) to pay for the PLD bundle. I understand that where there are insufficient Edusave funds to pay for the PLD bundle, I will pay for the remainder in cash.

☐ **Yes**, I would like to purchase the PLD bundle described in paragraph 3 of the school letter on PDLP and would like to fully pay for the PLD bundle in cash.

☐ **No**, I would not be purchasing the PLD bundle described in paragraph 3 of the school letter on PDLP and would like my child/ward* to use his/her* own personal computing device in school. I am aware that this is subject to the personal computing device being compatible with the DMA.

Please note that should you choose not to purchase the PLD, your child/ward will not be able to use his/her personal computing device in school unless the DMA is installed on such device. As explained in paragraph 7 of this letter, the DMA is crucial as it allows the teacher to control the student's use of computing device during class time.

2. The default mode of collection is for your child/ward to collect his/her PLD in school and verify the condition of the computing device. The Vendor will run through a device checklist with your child/ward at the point of collection to ensure that the device is in good working condition, and for your child/ward to verify the condition of the device.
3. If you are concerned that your child/ward will not be able to properly verify the condition of the computing device, please notify the school and arrange to either collect the computing device personally at the Vendor's service/collection centre or appoint an adult proxy to do so.

4. Please indicate one parent's/guardian's personal email address to be provisioned with the DMA Parent's Account for viewing of your child's/ward's PLD information. This personal email account should only be accessible by the parent/guardian.

Parent's/Guardian's Personal Email Address: _____

Name of Student (as in NRIC/BC):	
Class:	
Name of Parent/Guardian* (as in NRIC):	
Signature of Parent/Guardian*:	
Date:	

* Please delete as appropriate.

Annex E: Standing Order for Use of Edusave Account



**MINISTRY OF EDUCATION
STANDING ORDER FOR USE OF EDUSAVE ACCOUNT
AT GOVT / GOVT-AIDED SCHOOL
FOR PERSONALISED DIGITAL LEARNING PROGRAMME**

Please note: This form is to be used by parent / guardian of a Singaporean student who wishes to use the Edusave account of his / her child / ward to pay for a personal learning device incurred by the child / ward in a Government or Government-aided School and billed by the school. Please submit the completed form to your child's / ward's school.

Student NRIC / BC No: _____

Student Name: _____

School: _____

Student Level / Class: _____

USE OF EDUSAVE ACCOUNT FOR PERSONALISED DIGITAL LEARNING PROGRAMME

STANDING ORDER¹ INSTRUCTION FROM PARENT / GUARDIAN

(Please tick as appropriate.)

- 1 I wish to use my child's/ward's* Edusave account for payment:
☐ Personal Learning Device (under the Personalised Digital Learning Programme)²
- 2 I hereby give a standing instruction to authorise the school to withdraw from my child's/ward's* Edusave account to pay for the fees/charges indicated above.
- 3 If the balance in my child's/ward's* Edusave account is insufficient for the deduction, I agree to pay the shortfall in cash or from my GIRO account.

Name of Parent/Guardian*

Signature of Parent/Guardian*

Date

* Delete whichever is not applicable.

¹ This standing order will remain in force until terminated by your written notice sent to the school.

² Includes accessories, software/applications, warranty and insurance cost at the point of initial purchase.

Annex F: Authorisation Form
Swiss Cottage Secondary School

Authorisation Form

Important Note: The computing device must be checked at the point of collection to verify that it is in good working condition. Accordingly, parents/guardians who are concerned that their child/ward will not be able to properly verify the condition of the computing device should arrange to either collect the computing device personally at the Vendor's service/collection centre or appoint an adult proxy to do so. Please note that once the proof of receipt is signed, the risk of loss or damage to the computing device, and title to the computing device, will be passed to you.

I, Parent/Guardian* of _____ (name of child/ward*) of class _____, authorise _____ ("Proxy") to collect the Personal Learning Device (PLD) issued under the Personalised Digital Learning Programme (PDLP) on my behalf / will be collecting the PLD personally*.

I am aware that the Vendor issuing the computing device will run through a device check list with me/my Proxy*. The check list will detail what I/my Proxy* should look out for when collecting the computing device to verify that it is in good working condition.

I authorise my Proxy to check the computing device on my behalf and thereafter sign the proof of receipt on my behalf to confirm that the computing device is in good working condition*.

 Name of Parent/Guardian*

 Date

 Signature

* Please delete as appropriate.