



Swiss Cottage Secondary School

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20/12/2024

Dear Sir / Madam,

Parental Consent for the Purchase of Personal Learning Device ("PLD")

This letter provides important information on the purchase of a PLD for your child/ward as part of the National Digital Literacy Programme ("NDLP") and the accompanying applications that the school may be rolling out.

2. The NDLP was launched at MOE's Committee of Supply Debate in March 2020 to help students strengthen their digital literacy. One of the components of the NDLP is the introduction of the Personalised Digital Learning Programme ("PDLP") for all secondary school students, whereby every secondary school student will own a school-prescribed PLD. The PLD will be used together with the national e-learning platform – the Singapore Student Learning Space ("SLS") – as well as other educational technology to personalise and enhance students' learning. This will also enable students to acquire digital skills and apply these skills as they navigate an increasingly digitalised world.

3. **Purchase of PLD bundle.** The school has arranged for you to purchase the PLD from **AsiaPac Technology Pte Ltd** (Vendor) for your child's/ward's use in school. The Vendor was chosen from an MOE panel of awarded suppliers based on the choice of device determined by the school. The PLD bundle which includes warranty and insurance for purchase by your child/ward will be:

- **Model: Apple iPad 10.9 10th Gen**
- **Processor: A14 Bionic Processor**
- **Memory (GB): 4GB**
- **Storage (GB): 64GB**
- **Enhanced Bundle Warranty: 3-Year carry-in warranty**
- **Enhanced Bundle Insurance: 3-Year insurance**

Upgrade Item(s): NA

Add-on/Accessories Item(s):

- Apple Pencil (1st Generation) with USB-C to Apple Pencil Adapter
- Logitech Ruggedized Combo 4
- Matte Screen Protector

The price of the device bundle (inclusive of GST) is: **S\$887.20**

4. **Use of Edusave.** Students who are Singapore citizens can use their Edusave to pay fully or partly for the PLD, after setting aside provision for payment of miscellaneous fees. Parents/Guardians can also choose to pay cash for the PLD. MOE has provided Edusave top-ups of \$200 in 2020 to 2022, and \$300 in 2023 to all

eligible Singaporean students in primary and secondary schools. This is on top of the annual Edusave contribution of \$290 for secondary school students and \$230 for primary school students.

5. **Financial Assistance.** Subsidies are available for students who require funding support to purchase a PLD. Please note that it is compulsory for all students on the MOE Financial Assistance Scheme (FAS) to use their Edusave to pay for any remaining sums due for the PLD, after subsidies have been granted. Please see the table below for information on the eligibility for the subsidy:

Students eligible for subsidy	Income criteria	How to Apply for Subsidy
Students under MOE FAS	Gross Household Income ("GHI") is \$3,000 or less, or Per Capita Income ("PCI")* is \$750 or less	No action required. Automatically subsidised for the PLD.
Students under School-based FAS	GHI is \$4,400 or less, or PCI is \$1,100 or less	Approach the school's General Office to apply for a subsidy.
Students who are currently <u>not</u> under the MOE FAS or School-based FAS	GHI is \$4,400 or less, or PCI is \$1,100 or less	Approach the school's General Office to apply for a subsidy.

* PCI refers to the GHI divided by the total number of family members in the household.

6. **IT Applications.** Schools will progressively roll out IT applications that will be vital for students' teaching and learning through this programme. These include:

- (a) **Student iCON (Google Workspace):** Every secondary school student will be provided with access to the Google Suite set of tools, including email address.
- (b) **Microsoft 365 Pro Plus:** Every secondary school student will be able to use Microsoft Office tools that include Word, PowerPoint, and Excel.

The school will need to use your child's/ward's full name, Student iCON ID and class to set up user accounts. Schools may also choose to roll out applications other than those listed above.

7. **Device Management Application ("DMA").** A DMA will be pre-installed on all PLDs purchased through the school and will be installed on devices that parents/guardians have opted for the student to use in lieu of the PLD purchased through the school, after parents/guardians have given consent. The DMA has 3 main components which will support the effective use of the PLD in the classroom to enhance students' learning and safeguard their cyber wellness:

- (a) Classroom Management Service. To help teachers manage students' use of the PLD during lesson time to improve classroom management and support effective teaching and learning.
- (b) Mobile Device Management Service. To help update and manage the PLD, protect the PLD from malicious software, and protects students from objectionable internet content.
- (c) Usage Management Service. To enable school and/or parents/guardians to better supervise and set helpful limits for students' use of PLD after school.

8. **Cyber wellness.** Parents/guardians may have concerns regarding students' cyber wellness with the introduction of the PLD. The DMA allows the school to manage this by:

- (a) collecting data on usage by the student, such as the websites accessed on the PLD,
- (b) monitoring, filtering, and limiting the type of websites accessible to the student, and
- (c) placing restrictions on students' screen time to prevent cyber addiction.

Please refer to Annexes A, B and C for more details on the functions and features of the DMA, and on the collection and protection of personal data.

9. **Devices not purchased through the school.** If parents/guardians choose not to purchase the school-prescribed PLD bundle (see para 3) and prefer that their child/ward use their own computing device (“non-prescribed device”) in school, that device must have the same Operating System (OS) as the school-prescribed PLD. The school will verify that the device has the same OS as the school-prescribed PLD and is compatible with the DMA before approving it as an alternative to the school-prescribed PLD. Parents will be required to consent to the installation of the DMA, and the DMA must be installed in the non-prescribed device, before it can be used in school in lieu of the school-prescribed PLD.

10. To proceed with the purchase of the school-prescribed PLD, please consent for the purchase via the Parents Gateway (PG) notification **by 03/01/2025 Friday**. Parents who want to use Edusave funds for the PLD (for Singapore citizens students only), please submit the online Standing Order (SO) form via this link: <https://go.gov.sg/edusaveformsgso> **by 03/01/2025 Friday** if you have not done so previously. If you are unable to submit the online form, please approach the school for assistance or to request for a hardcopy form.

11. Should there be any further queries or clarifications, please contact HOD (TfL) at wong_wai_kiong@moe.edu.sg.

Thank you.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Lek Chun Guan'.

Lek Chun Guan (Mr)

Vice Principal (Administration)

Annex A: Functions of the DMA

Functions	Details
<p>1. Mobile Device Management Service</p> <p>This facilitates the updating and management of the PLDs, protects PLDs from malicious software, and protects your child/ward from objectionable internet content, or content that may not be conducive to teaching and learning during school hours.</p>	<ul style="list-style-type: none"> • Facilitates automatic installation of applications required for teaching and learning • Filters objectionable content or content that may not be conducive to teaching and learning (e.g., pornography, gambling, or websites containing extremist content) • Enables automatic updating of PLD OS and its applications in accordance with cybersecurity best practices.
<p>2. Classroom Management Service</p> <p>Enables teachers to manage the student's use of the PLD during lesson time to improve classroom management and support effective teaching and learning.</p> <p>Teachers will only be able to view students' screens during lessons.</p>	<p>During lessons, teachers will be able to:</p> <ul style="list-style-type: none"> • Guide and monitor students' use of devices (e.g., lock or unlock screen to redirect students' attention or screen sharing) • Launch specific applications and/or websites for teaching and learning on your child's/ward's device • Facilitate the sharing of content
<p>3. Usage Management Service*</p> <p>Enables the school and/or parents/guardians* to better supervise and set helpful limits for your child's/ward's use of PLD after school.</p> <p><i>* Only available for parents/guardians on Option A (See Annex B below)</i></p>	<ul style="list-style-type: none"> • Screen time control to allow school and/or parents/guardians to set usage limits so that your child/ward does not use the PLD excessively • School and/or parents/guardians can control installation of applications to ensure that the device is used optimally for teaching and learning • Filters objectionable content to protect your child/ward from harmful content • Parents/Guardians can manage device usage of child/ward

Annex B: MOE DMA After School Hours Settings for iPad PLDs¹

1. The Device Management Application (DMA) solution for iPad PLDs is Jamf.
2. **During** school hours, the Default Setting will apply.
3. **After** school hours, parents/guardians have a choice to continue with the Default Setting or opt for an Alternative Setting. The following table outlines the different levels of restrictions, controls, and monitoring for the different DMA options **after** school hours.

	Default Setting (Note: This will apply if no Alternative Setting is chosen)	Alternative Setting: Option A (DMA settings can be modified)	Alternative Setting: Option B (DMA will be inactive <u>only</u> after school hours) ²
	For parents/guardians who want their child's/ward's use of the device to be restricted only to teaching and learning, and who prefer to follow the Default Setting as set by the school for both during and after school hours.	For parents/guardians who prefer to take charge of the level of restrictions for their child's/ward's use of the device after school hours regulated by the DMA.	For parents/guardians who do not want their child's/ward's use of the device after school hours to be regulated by the DMA at all.
Protect child/ward from objectionable content	Web content filtering will include, but not limited to, the following categories: <ul style="list-style-type: none"> • Violent/extremist content • Sexual/pornographic content • Gambling-related content 	Parents/Guardians will be able to include additional web content filtering programmes by submitting a request to the school.	No content filtering at all after school hours.
Reduce distractions from learning through control of applications	Parents/Guardians and students will not be able to install additional applications.	<ol style="list-style-type: none"> 1. Parents/Guardians and/or students will be able to install additional applications after school hours. 2. Applications installed by parents/guardians and/or students after school hours will not be accessible during school hours. 3. Parents/Guardians can limit access to applications installed on the device. 	<ol style="list-style-type: none"> 1. Parents/Guardians and/or students will be able to install additional applications after school hours. 2. Applications installed by parents/guardians and/or students after school hours will not be accessible during school hours.
Limit screen time	The school will define the specific hours during which the student can use the device.	<ol style="list-style-type: none"> 1. Parents/Guardians can adjust their child's/ward's screen time by setting rules on the device.³ 2. Parents/Guardians can determine the duration of use of specified applications. 	No control over screen time.

¹ Please note that software features are subject to change and may be improved or updated over time.

² No data will be collected after school hours when the DMA is inactive.

³ During school hours, the screen time limits set by the school will override parents/guardians' settings.

	Default Setting (This will apply if no Alternative Setting is chosen)	Alternative Setting: Option A (Modify DMA settings)	Alternative Setting: Option B (DMA will be inactive only after school hours)
Monitor child's/ward's cyber activities	Parents/Guardians will <u>not</u> be able to track their child's/ward's browser history.	Parents/Guardians will <u>not</u> be able to track their child's/ward's browser history via the parent account.	Parents/Guardians will <u>not</u> be able to monitor or control their child's/ward's use of the device through the DMA.
Provision of Parent Account	X	✓	X

4. The operating hours for Secondary One iPads **for Semester 1** are as follows:

	School hours	After-school hours
Regular school days	School settings between 6.30am to 3.30pm	Between 3.30pm to 6.30 pm - Sleep Mode or Parents'/Guardians' after-school DMA option (A or B)
Home-Based Learning (HBL) Day (school-day)	School settings between 7.30am to 3.30pm	Between 3.30pm to 6.30 pm - Sleep Mode or Parents'/Guardians' after-school DMA option (A or B)
Weekends, School and Public Holidays	Sleep Mode or Parents'/Guardians' after-school DMA option for the whole day (A or B)	

NB: *Sleep Mode – iPad is locked and cannot be used.*

5. Parents/Guardians may wish to consider the following questions before deciding which Alternative Setting option is best for their child/ward.

a. Child's/Ward's current device usage habits

- How much time does my child/ward spend on his/her device?
- How well can my child/ward self-regulate his/her device usage?
- Does my child/ward become easily distracted during online learning?

b. Parental/Guardian involvement

- Am I familiar with the various cyber threats that my child/ward might encounter?
- Are there routines and conversations on the use of the internet at home?
- How confident am I in ensuring my child's/ward's cyber wellness?

Annex C: Privacy and Data Security

Part 1: Data Collected and Managed by the DMA

1. 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 applications
- Documents and photos stored in the PLD
- PLD-location
- Webcam videos and microphone recordings

2. The information collected by DMA will be accessible by the following personnel:

Data Collected by DMA	Appointed Admin from MOE HQ and school	DMA Vendors	Teacher	Parent/Guardian⁴
<u>Data for DMA administrative purposes such as:</u> <ul style="list-style-type: none"> Students' and parents'/guardians' information (Name, school name, email addresses, and class) Applications installed in your child's/ward's PLD Device and hardware information (e.g., device model, storage space) 	Y	Y	Y	Y ⁵
<u>Data for web content filtering⁶ such as:</u> <ul style="list-style-type: none"> URLs accessed on the PLDs (<i>Actions performed on websites are NOT captured</i>) Date and time that a website is accessed Student profile (Name, School name) 	Y	Y	N	N
<u>Data for ensuring that installed applications are updated and functioning properly such as:</u> <ul style="list-style-type: none"> Installed applications and programs Date and time that the applications and programs were last updated Application error data 	Y	Y	Y ⁷	N
<u>Data for Sharing Students' Screen</u> <ul style="list-style-type: none"> <i>The screen view will NOT be stored by the DMA</i> 	N	N	Y	N

Note: No data is collected after school hours for Alternative Setting: Option B.

⁴ Parents may request corrections to their personal data (e.g. email addresses, names) by contacting the school, in accordance with the PDPA.

⁵ Only parents/guardians who chose Option A for the After-School DMA Parent Option will have access of their child's/ ward's information i.e. student's name and email address, and the applications installed on the PLD.

⁶ Only aggregated web browsing history can be retrieved which does not reference to specific user.

⁷ Teachers will not have access to the application error data.

3. To prevent unauthorised access, DMA Administrators and the DMA Vendor will be required to access their accounts using 2-factor authentication or the equivalent to ensure proper accountability for information access and other activities performed. There will be regular account reviews and audits for DMA Administrators' and the DMA Vendor's accounts.
4. All user data collected through the DMA (see paragraph 2 of Annex B) will be stored in secure servers managed by an appointed DMA Vendor with stringent access controls and audit trail implemented. The DMA is a trusted cloud-based Software-as-a-Service (SaaS) solution that has been operating for many years. The DMA has also been subjected to regular security review and assessment by independent reviewers.
5. MOE has assessed and concluded that the DMA solution has sufficient security robustness to ensure data collected are properly stored and protected. MOE will also subject the DMA Vendor to regular audit on the security of the system based on tender requirements.

Part 2: Data collected and managed by the IT Applications

6. **IT Applications.** For the IT Applications (Student iCON and Microsoft 365 Pro Plus), the school will use your child's/ward's personal data such as his/her full name, birth certificate number and class to set up user accounts. This data will also be used for the purposes of authenticating and verifying user identity, troubleshooting and facilitating system improvements. In addition, the commercial providers of these platforms (e.g., Google, Microsoft) will collect and deal with user data generated by your child's/ward's use of these applications. The collection, use and disclosure of such data are governed by the commercial provider's terms of use, which can be found here:
 - Student iCON: https://workspace.google.com/terms/education_terms.html
 - Microsoft 365 Pro Plus: <https://portal.office.com/commerce/mosa.aspx>
7. All user data which is collected by MOE will be stored in secure servers managed by the respective vendors of our systems. The Government has put in place strong personal data protection laws and policies to safeguard sensitive data collected by public agencies such as MOE. Please refer to this website for more information on these laws and policies: <https://www.mddi.gov.sg/gov-personal-data-protection-laws-and-policies/>

Intent to Purchase Personal Learning Device (PLD)
Swiss Cottage Secondary School

1. Please tick the following and submit the form to the General Office no later than 03/01/25 Friday:

☐ **Yes**, I would like to purchase the PLD bundle described in paragraph 3 of this letter 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 this letter 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 this letter 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 of the same OS as the school-prescribed PLD and is compatible with the MOE 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: _____

5. As personal information about your child and you will need to be collected and used by MOE, your child's school, the DMA Vendors and the IT Application commercial providers as set out in Annex C in order for your child to use the PLD or their own personal computing device in school, we require your consent for your child and your personal data and information relating to your child's use of the DMA to be collected, used and disclosed in accordance with Annex C. By signing this form below, you will be giving such consent.

Name of Student (as in NRIC/BC):	
Class:	

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

** Please delete as appropriate.*

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.

Authorisation Form
Swiss Cottage Secondary School

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.