

# Learning Effectively With Your Personal Learning Device (PLD)

Students' Briefing

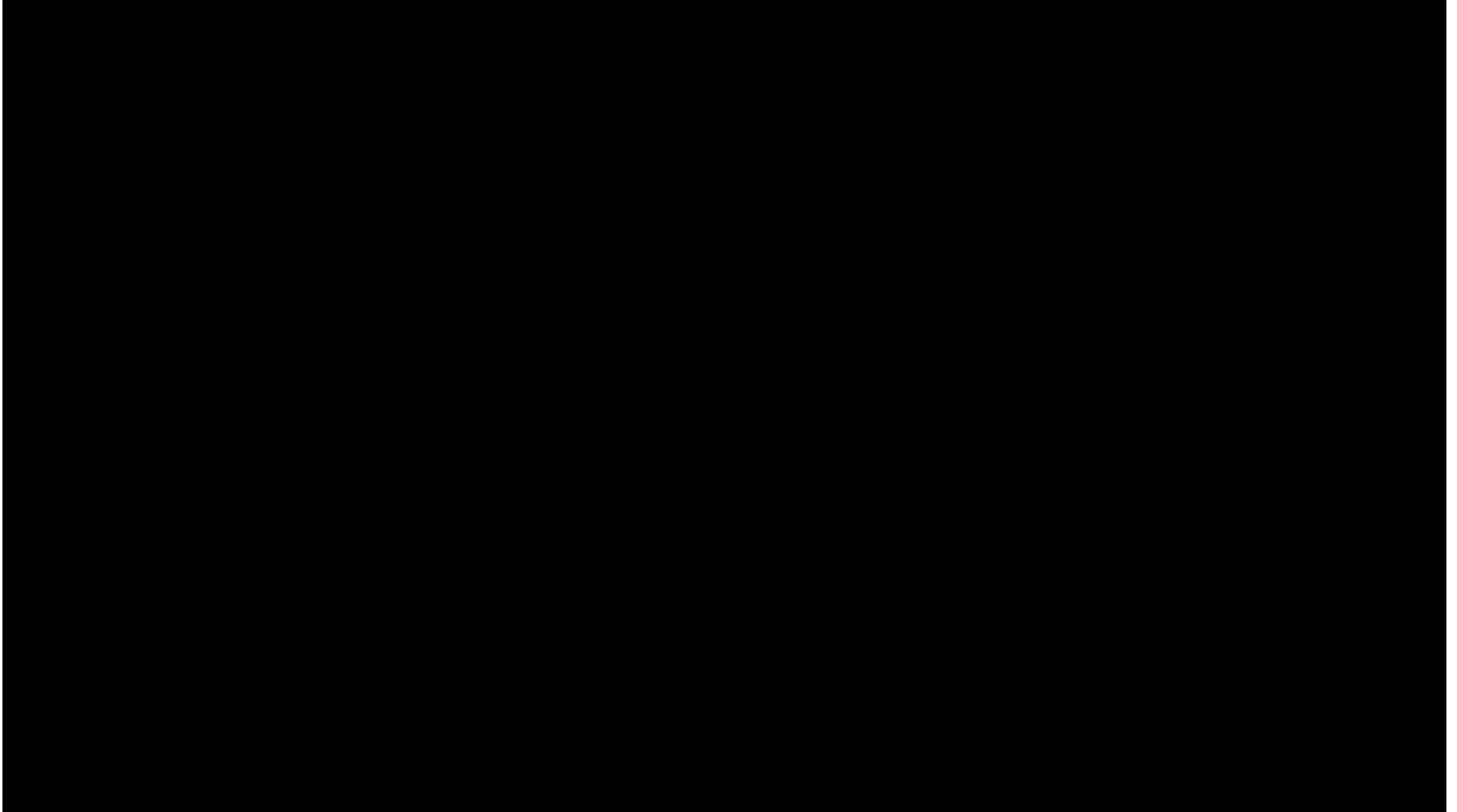
1.

# Learning with your PLD

# What is the PLD Initiative and why is it necessary?

- The PLD Initiative is intended to equip all secondary students with digital skills.
- You will own a PLD to help you to develop these digital skills.
- These skills are required for you to be future-ready.

# How are students using their PLDs?



# How will you use the Personal Learning Devices

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- 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.

SINGAPORE  
STUDENT  
LEARNING  
SPACE



GeoGebra



2.

## Device Information

# CHIJ ST. THERESA'S CONVENT'S PLD



**Lenovo 300w Yoga Gen 4**

**Lenovo**

The school chose the device because of:

- Portability
- Durability
- T&L Affordances

# CHIJ ST. THERESA'S CONVENT'S PLD



Lenovo 300w Yoga Gen 4

Lenovo

The school will be using the **Lenovo 300w yoga Gen 4** for teaching and learning.

**Intel N100 Processor, 8GB Memory, 256GB SSD storage**

**11.6" TouchScreen, 1.33 kg, wifi, Bluetooth, built-in camera, optical mouse, 2x USB3.2 Gen 1, 1x USB-C 3.2 Gen 2, 1x HDMI**

**Additional add-on accessory: 300w Stylus Pen**



# PLD Bundle

Device Bundle includes
<ul style="list-style-type: none"><li>• Lenovo 300e 2nd Gen</li><li>• Insurance and Warranty</li></ul>

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
<ul style="list-style-type: none"><li>● Fire</li><li>● Lightning</li><li>● Power Surges</li><li>● Accidental e.g water spillage, drop etc</li><li>● Theft due to forcible entry</li><li>● Robbery</li></ul> <p>* Accidental loss will not be covered by insurance.</p>	<p>2 repairs or 1 replacement (3-year insurance)</p>

# Technical Support for Students' Devices

Technical support will be provided to students through:

- Service Desk set up in school during breaks and after school on a weekly basis
  - Troubleshooting of device issues
  - Solve connectivity issues
  - Collection of devices to be sent for repairs
- Lenovo Vendor's service centres
  - Repair of devices (hardware issues)

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



## 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 to 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 Elink 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: \_\_\_\_\_

**3.**

**Providing a Safer Digital Environment for Learning with the Device Management Application (DMA)**

# What is **DMA**?

- Your PLD will be installed with a Device Management Application (DMA).
- The DMA will be uninstalled from your device when you graduate/leave the school.

# How does the **DMA** work?

The DMA has three components.

**Mobile Device  
Management Service**

**Classroom  
Management Service**

**Usage Management  
Service**

Let's find out more about what each component is for!

# What does each **component** do?

The DMA has three components.

## Mobile Device Management Service

Protects your PLD from viruses and allows the installation of relevant apps for learning

## Classroom Management Service

Helps your teacher manage devices during lessons, and to easily share relevant apps, websites and lesson materials

## Usage Management Service

Protects you from harmful online content, and sets helpful limits on the use of the PLD



# DMA Installation for students-owned computers

- All student-owned devices must be at least WINDOWS 10.
- All laptops bought through the schools will be installed with DMA.
- Students who are using their own laptops need to bring their laptops to school on an arranged date for DMA to be installed.

4.

# Safeguarding your Data and Privacy

# The DMA **does NOT collect** any of these 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 PLD
- PLD location
- Webcam videos and microphone recordings

So, what data  
*will* be  
collected?

# Four types of data collected by DMA



**Data for DMA  
Administrative  
Purposes**



**Data for  
Application  
Management**



**Data for Web  
Content Filtering**



**Data for Sharing  
Students' Screen**

5.

## **DMA for In-school and After-School PLD Use**

# DMA will be applied to **all PLDs** for **in-school PLD use**

For **in-school use**, MOE/school will decide:

- Web content filtering including **social media sites**, pornography, gambling, extremist and violence-related sites
- Restrictions to PLD usage time
- Apps and programs installed for teaching and learning

# Parents are given a choice to opt for alternative DMA settings **after school hours**

**After school**, the DMA settings will **continue by default**.

However, your parents may have different preferences for after-school PLD use.

Your parents can choose between two other options, in addition to the Default option.

**Have a conversation with your parents to talk about which setting is best for your learning.**

# Providing parents/guardians with **greater choice** for after-school PLD use

<b>Default</b>	<b>Option A</b>	<b>Option B</b>
<p data-bbox="195 386 625 508"><b>In-school DMA settings will continue after school hours</b></p> <p data-bbox="156 568 664 871">For parents/guardians who want their child's/ward's use of the device to be restricted only to teaching and learning, and prefer to leave it to the school to decide on DMA settings after school hours.</p>	<p data-bbox="730 386 1205 508"><b>Parents/Guardians can modify the DMA settings after school hours</b></p> <p data-bbox="716 568 1219 827">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.</p>	<p data-bbox="1271 386 1765 463"><b>Parents/Guardians can choose to disable DMA after school hours</b></p> <p data-bbox="1271 568 1765 736">For parents/guardians who do not want their child's/ward's use of the device to be regulated by DMA after school.</p>

- The school will provide your parents/guardians with more information on exercising the options.
- Parents/Guardians can request to change their choice of DMA settings at any time.



6.

# Debunking Myths

# Myth 1: DMA is meant to track my online activities and spy on me.

- DMA is not intended to spy on students. DMA does not track the following:
  - 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 PLD
  - PLD location
  - Webcam videos and microphone recordings
- Information on your online activity such as URLs accessed by your PLD will be captured to allow for the filtering of harmful online content.

## Myth 2: DMA will have access to all my personal information and files stored on the PLD.

- Your personal identifiable data like passwords, addresses, and identification number will not be stored.
- Actions performed when visiting websites and using apps are not captured.
- DMA does not allow MOE, your school, or your teachers to remotely access folders or files on your PLD.

## **Myth 3: Anyone can easily access my personal data that is collected by DMA.**

- All user data collected by MOE will be stored in secure servers managed by authorised personnel.
- The government has put in place personal data protection laws and policies to safeguard sensitive data collected by public agencies.

## **Myth 4: With WhatsApp blocked, I will not be able to contact my teachers outside of lesson time.**

- Since the PLD is intended to be a device primarily for teaching and learning, the DMA restrictions create a safer digital environment for learning, with fewer distractions such as social media, that might otherwise detract from your learning.
- This is different from your other devices, including mobile phones, which are more typically used for leisure purposes.
- There are other platforms (e.g. iCON email) that you and your teacher can use to communicate outside school hours.

## **Myth 5: I can only use the teaching and learning apps my school installed on my PLD.**

- During school hours, you will only be able to use teaching and learning apps installed by your school.
- After school hours, you can use your PLD to pursue your own learning interests, even if they are not covered by your school's subject curricula and programmes.
- If your parents/guardians want to install additional learning software on your PLD, they can opt for the After-School DMA Parent Option A or B. This will allow them to install learning software for your use after school hours.

# What can you expect next?

Time Frame	Activity
<b>2 Jan 2024</b>	<b>Dissemination of Letters to Parents</b>
<b>9 Jan 2024</b>	<b>Access Student Kit for Cyber Wellness and Learning with a Personal Learning Device</b> <i><a href="https://go.gov.sg/cwstudentkit">https://go.gov.sg/cwstudentkit</a></i>
<b>Mar 2023 (Estimated)</b>	<b>Collection of Devices</b>

# Thank you!

You have come to the end of the Students' Briefing

**For further enquiries, please contact:**

Contact 1: **ICT Manager, Mr Steven Kuah**

Contact 2: **HOD ICT, Mr Ng Kok Huat**

Contact 3: **LH ICT, Mr Alwyn Lee**





Ministry of Education  
SINGAPORE