



OUTRAM SECONDARY SCHOOL

3, York Hill, Singapore 168622 Tel: 6733 4077 Fax: 6235 2337

8 January 2021

Dear Sir / Madam,

National Digital Literacy Programme (NDLP)

At MOE's Committee of Supply Debate in March 2020, MOE launched the National Digital Literacy Programme (NDLP) for our schools and Institutes of Higher Learning 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 Personal Learning Device (PLD) by end-2021. This letter provides important information about how you can purchase the PLD for your child/ward as well as about the accompanying applications that the school may be rolling out as part of the NDLP.

Personal Learning Device (PLD) for Secondary School Students

2. **Overview.** The PLD will be used in tandem 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 made arrangements for you to purchase the PLD from Acer Computer (Singapore) Pte Ltd (Acer) for your child's/ward's use in school. The vendor has been identified based on the choice of device determined by the school from a panel of awarded suppliers established by MOE. The PLD bundle which includes warranty and insurance for purchase by your child/ward will be:

- Acer R752TN
- Intel N4020 processor
- 8GB RAM
- 64GB Storage
- 11.6" Screen Size
- 1.25 KG
- Accessories (mouse and bag and stylus)
- Enhanced Device bundle comes with 3-year insurance and 3-year warranty

Insurance Coverage	Claimable
<ul style="list-style-type: none">• Fire• Lightning• Power Surges• Accidental e.g water spillage, drop etc.• Theft due to forcible entry• Robbery	2 repairs or 1 replacement (3-year insurance)

The price of the device bundle (inclusive of GST) is: **S\$474**

4. **Use of Edusave.** If your child/ward is a Singapore citizen, you can use your child's/ward's Edusave to pay partly or fully for the PLD. A Singapore citizen student can use up to the available Edusave balance in his/her Edusave account to pay for the PLD after setting aside provision for payment of 2nd tier miscellaneous fees. MOE has provided a one-off Edusave top-up of \$200 in 2020, to all eligible Singaporean students in primary and secondary schools. This is on top of the annual Edusave contribution of \$290 for secondary students and \$230 for primary students. Parents/guardians can also choose to pay cash for the PLD. Please note that it is compulsory for all existing students on the MOE Financial Assistance Scheme to use their Edusave to pay for the PLD, after subsidies have been granted.

5. **Financial Assistance.** Subsidies are available for students who require financial assistance to purchase a PLD. Please refer to the parent briefing slides for further details on funding support. Students under the MOE Financial Assistance Scheme for the year will automatically be subsidized for the PLD. Students who are currently not under the MOE Financial Assistance Scheme may approach the school's General Office to apply for additional subsidy if their Gross Household Income (GHI) is \$4,000 or less, or Per Capita Income (PCI) is \$1,000 or less. "PCI" refers to the Gross Household Income divided by the total number of family members in the household.

6. **Device Management Application.** Please note that when you purchase a PLD, the PLD **will be pre-installed with a Device Management Application (DMA)**. The DMA has a variety of functions that will support the use of the PLD in the classroom, as well as safeguard students' cyber-wellness. The DMA has 3 main components:

- (a) **Classroom Management Service.** This enables teachers to actively monitor and control the student's use of the PLD during lesson time to improve student management and deliver effective teaching.
- (b) **Mobile Device Management Service.** This facilitates the remote deployment of teaching and learning applications and comes with security patches. The school may also leverage on the Mobile Device Management Service to install teaching and learning resources.
- (c) **Usage Management Service.** This allows the school to address cyber wellness concerns, such as excessive and inappropriate use of the PLD and manage prolonged use of the PLD to reduce stress on the eyes.

7. **Cyber-wellness.** In rolling out the PLD, MOE is acutely aware of concerns regarding students' cyber-wellness. The DMA allows the school to manage this, by

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

Please refer to our Frequently Asked Questions section for more information on the DMA as well as MOE's collection of data.

8. **Applications.** As part of the NDLP, schools will progressively roll out IT applications that will be vital to students' learning experience and educational journey. In the following months, the school will roll out some or all of the following applications:

- (a) **Student iCON:** Every secondary school student will be given an email address. This is a service provided by Google as part of Google Suite.

- (b) **Microsoft Pro Plus:** Every secondary school student will be able to use Microsoft Office tools that include Word, PowerPoint and Excel.
- (c) **Zoom:** Every secondary school student will be given a Zoom free account with 40 mins time limit using the Student iCON for the students' video conferencing needs.

Schools may also choose to roll out applications other than those listed above. The school will need to use your child's/ward's personal data such as his/her name and class to set up user accounts. Please refer to our Frequently Asked Questions section for more information on the collection of data via these applications.

Next Steps

9. To proceed with the purchase of the PLD, please fill in the online form at this link: <https://go.gov.sg/pdlpadmin> by **13 Jan 2021**. The online form will consist:

- (a) **Intent to Purchase.** For parents/guardians to indicate intent to purchase PLD.
- (b) **Use of Edusave (for Singapore Citizens only).** For parents/guardians who have opted to use their child's/ward's Edusave to pay for the PLD bundle.
- (c) **Collection of PLD (if purchasing).** For parents/guardians to authorise their child/ward or an adult to collect the device on their behalf. You may appoint your child/ward to collect the PLD as the Vendor will run through a device checklist with the students at the point of collection to ensure that the device is in good working condition.

10. If you are unable to submit the form online, please contact the school for a hardcopy version.

Further Queries

11. Should there be any further queries or clarification, please contact Miss Zahira (Tel: 6733 4077-143). Thank you.

Yours sincerely,



Mr Boo Hian Kok
Outram Secondary School

Frequently Asked Questions

Data Protection

1. How will my child's/ward's data be used in the PLD and IT Applications?

DMA. The Device Management Application (DMA) which will be installed in your child's/ward's PLD collects data on usage by the student, such as the amount of time spent on each application. The DMA data will only be used for MOE's cyber-wellness measures and technical troubleshooting. MOE will not disclose the data to any person otherwise than permitted under the law.

IT Applications. For the IT Applications (student iCON, Microsoft ProPlus and Zoom), the school will use your child's/ward's personal data such as his/her 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_japan.html
- Microsoft Pro Plus: <https://portal.office.com/commerce/mosa.aspx>
- Zoom: <https://zoom.us/docs/en-us/schools-privacy-statement.html>

2. Where will the data collected by DMA and IT Applications for NDLP be stored?

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.smartnation.gov.sg/why-Smart-Nation/secure-smart-nation/personal-data-protection>

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Intent to Purchase Personal Learning Device (PLD)

1. To proceed with the purchase of the PLD, please tick the following and submit the form to the General Office no later than 13 Jan 2021:

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 (subject to DMA compatibility). I agree to have the DMA installed on the device.

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 6 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. Please indicate one parent'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 parents.

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

Name of Student/Ward*:	
Class:	
Name of Parent/ Guardian*:	
Signature of Parent/ Guardian*:	
Date:	

* Please delete as appropriate.



**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.

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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 **not** authorise their child/ward as their proxy and instead arrange to either collect the computing device personally or appoint an adult proxy. 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.

I am aware that the Vendor issuing the computing device will run through a device check list with my Proxy. The check list will detail what 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.

