CHIJ Katong Convent
Simple in Virtue, Steadfast in Duty

Secondary 1

Parent Engagement Meeting

06 January 2025

Programme

1. The National Digital Literacy Programme (NDLP)
2. Supporting Students in the Safe and Effective Use of the Devices
3. Role of Device Management Application (DMA) In Providing a Safer Digital Environment for Learning
4. Device and Funding Information

The National Digital Literacy Programme (NDLP)

The NDLP was launched in March 2020 to **make digital learning inclusive** by **equipping students with the digital literacies** to be future-ready**.**

Under the NDLP, every secondary school student will **own a school-prescribed personal learning device (PLD)**. Singapore Citizen students can use their **Edusave Account to pay for the PLD.**

CHIJ KATONG CONVENT

Intended Outcomes

The use of the personal learning device for teaching and learning aims to:

Support the Development of Digital Literacies

Support self-directed and collaborative learning

Enhance Teaching and Learning

Creating a BLENDED LEARNING environment

Official(open)

CHIJ KATONG CONVENT

Programme

1. The National Digital Literacy Programme (NDLP)
2. **Supporting Students in the Safe and Effective Use of the Devices**
3. Role of Device Management Application (DMA) In Providing a Safer Digital Environment for Learning
4. Device and Funding Information

Supporting Students in the Safe and Effective Use of the Devices

Our school has measures in place to enable a safer digital environment for learning with the use of PLDs, e.g.

- Classroom management and routines
- Educating students on Cyber Wellness
- Partnering parents/guardians to ensure that students are well-supported in their use of technology for learning
- Device Management Application (DMA)

CHIJ KATONG CONVENT

Classroom Management and Routines

CHIJ KATONG CONVENT

Classroom Management and Routines

- Only school-approved PLD will be accepted for classroom use
- Fully charged PLD is expected in school daily
- Students will bring PLD to school and back home daily.
- It is to be securely stored in lockers provided if unused and not to be left in school overnight.
- Errant actions such as violation of or abuse in usage of PLD will result in consequences

Perseverance, **I**ntegrity, **E**xcellence, **R**espect

Classroom Management and Routines

Routines and Regulations will be communicated through

- Initial Familiarisation Phase
  - Introduction to Device/ device use and care
  - Locking/ Security, etc

- CHIJ Students ICT Portal
  - Acceptable Use Policy
  - Digital Literacies
    - Use of Google classroom
    - Productivity Tools (Calendaring/ Task List)
    - Commonly Used E Tools for Learning
  - Regulations on use of device
  - SOPs
  - Insurance and Warranty details

Official(open)

CHIJ KATONG CONVENT

Cyber Wellness Education

CHIJ KATONG CONVENT

Self-Management Education @ CHIJ Katong Convent

The school also has strategies to build good self-management skills. These include:

- Equipping students with positive coping strategies for their mental well-being in a variety of online issues and situation

- Promoting peer support culture

Parents'/Guardians' Role

- We would like to partner parents/guardians to ensure that students are well supported in their use of technology for learning.

- As parents/guardians, you can help in the following ways:
  - Model good digital habits for your child/ward e.g. parents/guardians not using devices during family meals.
  - Know your child/ward well, and have conversations with your child/ward about safe and responsible use of technology.
  - Set ground rules for internet/device usage.
  - Guide your child/ward to use productivity tools using his/her PLD, to organise information and simplify tasks for efficiency.

CHIJ KATONG CONVENT

Programme

1. The National Digital Literacy Programme (NDLP)
2. Learning with a Personal Learning Device @CHIJ KC
3. Supporting Students in the Safe and Effective Use of the Devices
4. **Role of Device Management Application (DMA) In Providing a Safer Digital Environment for Learning**
5. Device and Funding Information

Device Management Application Installation

The Device Management Application (DMA) solution, Lightspeed Systems® will be installed on all students' devices to provide a safe learning experience for your child, and to prevent misuse of the device.

- o Installation of the DMA will be performed after the collection of the device. Students will be guided on the installation
- o This applies to both devices purchased through the school and pre-existing student-owned devices

The DMA will be **funded by MOE** and will be **uninstalled** from the device **when your child/ward graduates/leaves the school**.

Official(open)

In-School DMA Settings (Default)

Schools will determine DMA settings for **in-school use**. As a default, these settings will continue to be in place after school as well:

- MOE and the school will set the level of web content filtering, including filtering out objectionable content or content that may not be conducive to teaching and learning (e.g. social media, pornography, gambling, or websites containing extremist content)
- PLD usage time will be set to **6.30 a.m. to 11.00 p.m** and after school hours would be from **2.00 p.m. to 11.00 p.m.** The device will shut down at **11.00 p.m.** by default.

- The school will determine the apps and programmes to be installed to support teaching and learning

Parent/Guardian will receive an activation email when the Parent Portal is available.

Official(open)

CHIJ KATONG CONVENT

After-School DMA Parent Options

1. After-School DMA Parent Options provide parents with the flexibility in managing your child's/ward's use of PLD after school hours.

2. The following tables outline the different levels of restrictions, controls, and monitoring for each After-School DMA Parent Option.

Default	Option A	Option B
In-school DMA settings will continue after school hours	**DMA settings can be modified by Parents/Guardians after school hours**	**DMA will be inactive* after school hours**
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.	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.

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

- Having default school settings continue after school hours is the best option for parents/guardians who prefer not to, or do not feel ready to manage their child's/ward's device use on their own.
- Parents/guardians can request to change their choice of DMA settings, which is the existing practice.

CHIJ KATONG CONVENT

After-School DMA Parent Options

	Default Setting (This will apply if no Alternative Setting is chosen)	Alternative Setting: Option A (DMA settings can be modified from the Default settings in place)	Alternative Setting: Option B (DMA will be inactive only after school hours)
Protect students from objectionable content	Web content filtering will include, but not limited to the following categories: • Violent/extremist content • Sexual/pornographic content • Gambling-related content	Parents/Guardians will be able to include additional web content filtering 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 be <u>unable</u> to install additional applications.	Parents/Guardians will be able to install additional applications by submitting a request to the school. Applications will be accessible both during and after school hours.	Parents/Guardians and/or students will be able to install additional applications after school hours. Applications installed by parents/guardians and/or students after school hours will not be accessible during school hours.

CHIJ KATONG CONVENT

After-School DMA Parent Options

	Default Setting (This will apply if no Alternative Setting is chosen)	Alternative Setting: Option A (DMA settings can be modified from the Default settings in place)	Alternative Setting: Option B (DMA will be inactive only after school hours)
Limit screen time	The school will define the specific hours during which the device is allowed to access the internet.	Parents/Guardians can: • modify the amount of screen time for their child/ward by submitting a request to the school*; • turn their child's/ward's web browsing on or off, controlling whether the PLD can access the internet; and • allow/disallow certain categories of web access.	No control over screen time.

*Parents would have to choose from a range of pre-determined hours and submit their request to the school. Screen time limits set by the school will override parents'/guardians' settings during school hours.

CHIJ KATONG CONVENT

After-School DMA Parent Options

	Default Setting (This will apply if no Alternative Setting is chosen)	**Alternative Setting: Option A** (DMA settings can be modified from the Default settings in place)	**Alternative Setting: Option B** (DMA will be inactive only after school hours)
Monitor students' cyber activities	Parents/Guardians will <u>not</u> be able to track their child's/ward's browser history.	Parents/Guardians can track their child's/ward's browser history.	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

CHIJ KATONG CONVENT

Deciding on the choice of after-school DMA option

Parents may wish to consider the following questions before deciding on the choice of after-school DMA option which is best for your child's/ward's learning.

1. **Child's current device usage habits**
   - How much time does my child spend on their device?
   - How well is my child able to regulate their device usage on their own?
   - Does my child get easily distracted while doing online learning?

2. **Parental involvement**
   - How confident and familiar am I with managing my child's cyber wellness?
   - Are there existing routines and open conversations on the use of the Internet at home?
   - Am I aware of how to prevent different types of cyber threats that my child might face?

Have a conversation with your child to talk about which setting is best for your child's learning.

Data Collected by the DMA

1.   The DMA does **<u>NOT</u>** 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 PLDs
- PLD location
- Webcam videos and microphone recordings

2.   Parents may request corrections to their personal data (e.g. email addresses, names) by contacting the school, in accordance with the Personal Data and Protection Act (PDPA).

CHIJ KATONG CONVENT

Programme

1. The National Digital Literacy Programme (NDLP)
2. Learning with a Personal Learning Device @CHIJ KC
3. Supporting Students in the Safe and Effective Use of the Devices
4. Role of Device Management Application (DMA) In Providing a Safer Digital Environment for Learning
5. **Device and Funding Information**

Personal Learning Device @ CHIJ Katong Convent

Acer Chromebook Spin R857TN

- 12.2" WUXGA Touch screen with Stylus
- Intel N150 processor
- **8GB LPDDR5 RAM**
- 64GB Storage
- 1.5 kg
- 2x USB-A, 2x USB-C, 1x HDMI
- Dual Cameras

**$553.70
(incl. GST)**

CHIJ KATONG CONVENT

Why a Chromebook?

- **Functionality**
  - 12.2" WUXGA 1920 x 1200 Resolution Multi-touch LCD with Integrated Inking (with stylus)
  - Convertible
  - HDMI port
- **Durability**
  - Hardy with Strong hinges
  - Long battery life

- **Practicality**
  - Light-weight, 1.5 kg
  - Fast boot-up time
  - Less malware risk
- **Cost**
  - Affordable

Official(open)

CHIJ KATONG CONVENT

Personal Learning Device Bundle

Device Bundle includes

● **Acer Chromebook Spin R857TN**
  - FOC: Carrier Bag, Mouse, Stylus
 	
● **Insurance and Warranty**
  - 3-year warranty and 3-year insurance
  - 2 repairs or 1 replacement claim

CHIJ KATONG CONVENT

Insurance Coverage

The enhanced package includes **a 3-year warranty, and 3-year insurance** which includes:

Insurance Coverage	Claimable
● Fire ● Lightning ● Power Surges ● Accidental e.g water spillage, drop etc ● Theft due to forcible entry ● Robbery * Accidental loss will not be covered by insurance.	2 repairs or 1 replacement (3-year insurance)

Can my child/ward not purchase the device?
Can we use our existing device or purchase our own?

Every student is required to have a Chromebook for teaching and learning purposes and is encouraged to purchase one through the school via MOE's bulk tender.

As KC's DMA works on Chromebooks, it is incompatible with Window OS devices or iPads. Existing Chromebooks will also not receive full technical support nor covered by the warranty and insurance.

Parents can have their child/ward bring the existing Chromebook to school for an assessment on the suitability between 8 to 10 Jan 2025.

27

Technical Support for Students' Devices

Technical support will be provided to students who purchased through the bundle:
- Service-desk set up in school during breaks and after school
    - First level Trouble-shooting of device issues
    - Solve connectivity issues
    - Collection of devices to be sent for repairs (requires a longer turn-around time)

- Acer Service Centre – International Business Park
    - Repair of devices (hardware issues)

Funding Support for Singapore Citizen (SC) Students

- **The cost of the device bundle can be paid using your child's Edusave account,** after setting aside provision for payment of miscellaneous fees.

CHIJ KATONG CONVENT

Funding Support for Singapore Citizen (SC) Students

- For SC students who are on MOE Financial Assistance Scheme or whose family's monthly income meets the following criteria:
    - Gross Household Income (GHI) ≤ $3,000, or
    - Per Capita Income (PCI) ≤ $750

  the school will subsidise 50% of device bundle cost or $350, whichever is lower.

- The remaining amount will be payable from the students' Edusave account. If there is insufficient balance in the students' Edusave account for the remaining amount, school will provide additional subsidy.

Official(open)

CHIJ KATONG CONVENT

Funding Scenario: Student A (SC)

Acer Chromebook Spin R857TN $553.70

Student A (SC on MOE FAS) GHI ≤ $3,000 or PCI ≤ $750	
Device Bundle Cost	**$553.70**
Student Subsidy (50%)	**$276.90 (rounded up to nearest 10 cents)***
Available Edusave Balance *(After setting aside for misc fees)*	$200.00 before deduction $200.00 will be deducted
Additional Subsidy	**$76.80**
Cash Out-of-pocket	$0.00

For more details on financial assistance, please approach the school. Each student would receive a personalised bill subsequently.

Funding Support for Singapore Citizen (SC) Students

- For SC students whose family's monthly income is:
    - $3,000 < Gross Household Income (GHI) ≤ $4,400, or
    - $750 < Per Capita Income (PCI) ≤ $1,100

the school will subsidise 30% of device bundle cost or $200, whichever is lower.

- The remaining amount will be payable from the students' Edusave account. If there is insufficient balance in the students' Edusave account for the remaining amount, school will provide additional subsidy so that the cash out-of-pocket (OOP) is not more than $50.

Official(open)

CHIJ KATONG CONVENT

Funding Scenario: Student B (SC)

Acer Chromebook Spin R857TN $553.70

Student B (Non MOE-FAS SC from lower income family) $3,000 < GHI ≤ $4,400 or $750 < PCI ≤ $1,100	
Device Bundle Cost	**$553.70**
Student Subsidy (30%)	**$166.10 (rounded up to nearest 10 cents)***
Available Edusave Balance *(After setting aside for misc fees)*	$200.00 before deduction $200.00 will be deducted
Additional Subsidy	**$137.60**
Cash Out-of-pocket	**$50.00**

For more details on financial assistance, please approach the school. Each student would receive a personalised bill subsequently.

Funding Support for Singapore Citizen (SC) Students

- SC students whose family's monthly Gross Household Income (GHI) > $4,400 or monthly Per Capita Income (PCI) > $1,100, no subsidy will be provided.

- Parents/Guardians can use their child's/ward's Edusave or cash to defray the device bundle cost.

Official(open)

CHIJ KATONG CONVENT

Funding Scenario: Student C (SC)

Acer Chromebook Spin R857TN $553.70

Student C (Not Eligible for Subsidy) GHI > $4,400 or PCI > $1,100	
Device Bundle Cost	**$553.70**
Available Edusave Balance *(After setting aside for misc fees)*	$200.00 before deduction $200.00 will be deducted
Cash Out-of-pocket	**$353.70**

For more details on financial assistance, please approach the school. Each student would receive a personalised bill subsequently.

What's Next

Parental Consent for Procurement

1. Parents can access the **Parental Consent for the Purchase of Personal Learning Device (PLD)** via a Parents Gateway (PG) notification* that will be sent to you on **07 Jan 2025**.
2. Parents who want to use Edusave funds for the PLD (for Singapore Citizens students only), please submit the online Standing Order Form via this link: https://go.gov.sg/edusaveformsgso by **10 Jan 2025**.*

* Parents/Guardians without access to PG can request for the hardcopy letter via your child's/ward's form teacher.

For Singapore Citizens (SC) Students

Time Frame	Activity

10 Jan 2025	Submit:
	
	a. consent to PLD purchase via in the PG notification which includes the following:
	    • Intent to Purchase Personal Learning Device (PLD);
	    • Authorisation Form for the Collection of PLD
	b. the Standing Order (SO) for the use of Edusave Account via https://go.gov.sg/edusaveformsgso (for Singapore Citizen students only.
	
	Parents without access to PG can submit their consent via hardcopy.

March (Estimated)	Collection of devices by students (upon full payment)

For Permanent Residents / International Students

Time Frame	Activity
10 Jan 2025	Submit consent to PLD purchase to General Office, which includes the following: • Intent to Purchase Personal Learning Device (PLD); • Authorisation Form for the Collection of PLD
Feb (Estimated)	Parent/Guardian to make payment via Giro/PayNow
March (Estimated)	Collection of Devices by students (upon full payment)

Collection of Devices

Your child will be collecting his/her device from **March 2025.**
(Kindly ensure all payment are settled by Feb 2025.)

Students will go through the collection and verification exercise together as a class to build their sense of ownership.

CHIJ KATONG CONVENT

KC NDLP Information and FAQ

https://go.gov.sg/chijkcndlp

https://go.gov.sg/chijkcndlp

Official(open)

CHIJ KATONG CONVENT

Important Contacts/ Helplines

To access/find out more about...	Contact/Helpline
This deck of slides	https://www.chijkatongconvent.moe.edu.sg/ or Parent Gateway
Edusave Balance	**6260 0777**
Financial assistance available / Payment related matter	64486433 (Mr Tan Wee Hian / Mdm Tan Mui Suan)
DMA/ IT equipment related	64486433 (Mr Tan Hong Yak/ Mr Kevin Yan)

CHIJ KATONG CONVENT

Supporting Resources

Parents/guardians play a crucial role in guiding your child/ward to use devices responsibly and safely. DMA complements your efforts in supporting your child/ward as they navigate the digital space. Here are some resources that you can refer to:
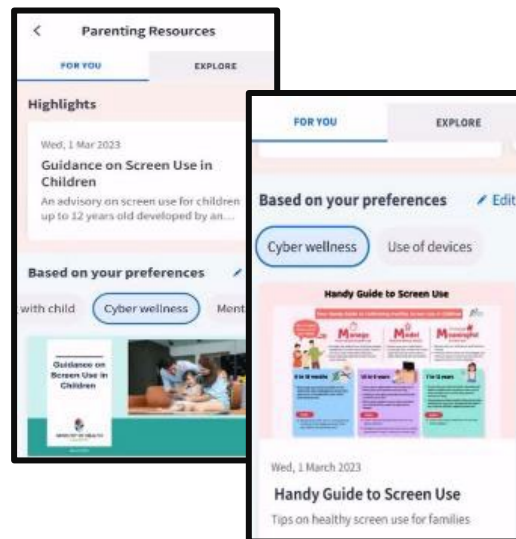
A. Parent Kit

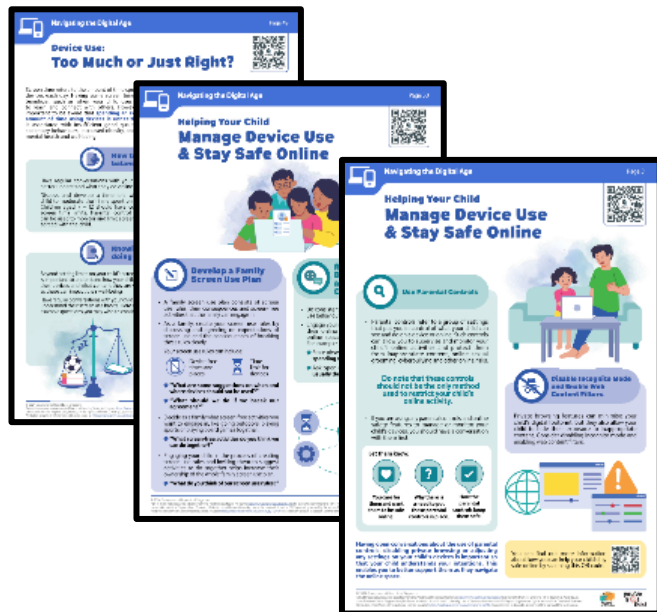**B. Bite-size tips and advice via Parentingwith.MOEsg Instagram**

C. Resources from MOE and other agencies *(available on resources repository in Parents Gateway)*
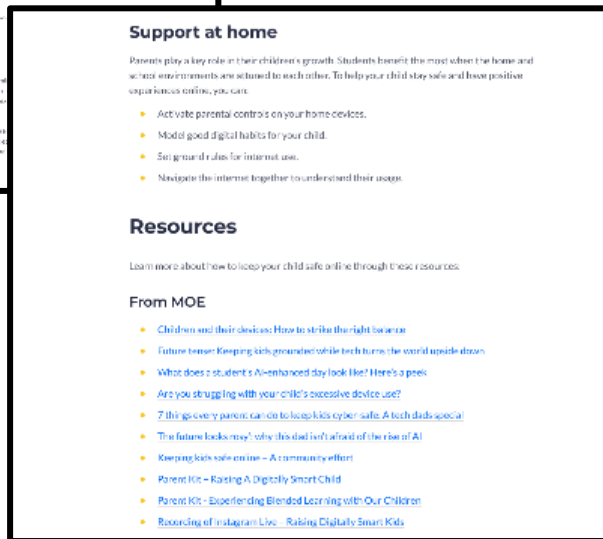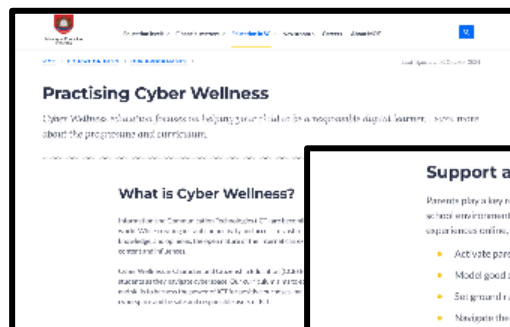

43

Supporting Resources

D. Parenting for Wellness Toolbox for Parents

The following extracted quick tips and strategies have been shared to you via Parents Gateway. Click on the pink header to download the full suite of resources of the Toolbox.

E. More resources are available via MOE Cyber Wellness Webpage

Supporting Resources

F. Parent Handbooks (I) and (II) on Learning with a Personal Learning Device

These Handbooks provide tips on supporting your child in the use of PLDs for learning and are shared via the PG notification together with the letter to purchase PLDs.