National Digital Literacy Programme Briefing for Parents

The National Digital Literacy Programme (NDLP)

Digital technology is becoming increasingly pervasive in jobs, workplaces and society.

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

The National Digital Literacy Programme (NDLP)

The NDLP aims to equip our students with Digital Literacies.

Digital Literacies better enable our students, at different stages of their education journey, to acquire the digital skills required to navigate the digital age through four mutually reinforcing components in the **'Find, Think, Apply and Create'** framework.

The National Digital Literacy Programme (NDLP)

Through the NDLP, all secondary school students will **own a school-prescribed personal learning device (PLD)** by end 2021, Singapore Citizen students can use their **Edusave Account to pay for the PLD.**

The device will be used to facilitate an environment that **encourages personalised learning.**

Intended Outcomes of a Personalised Learning Environment

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
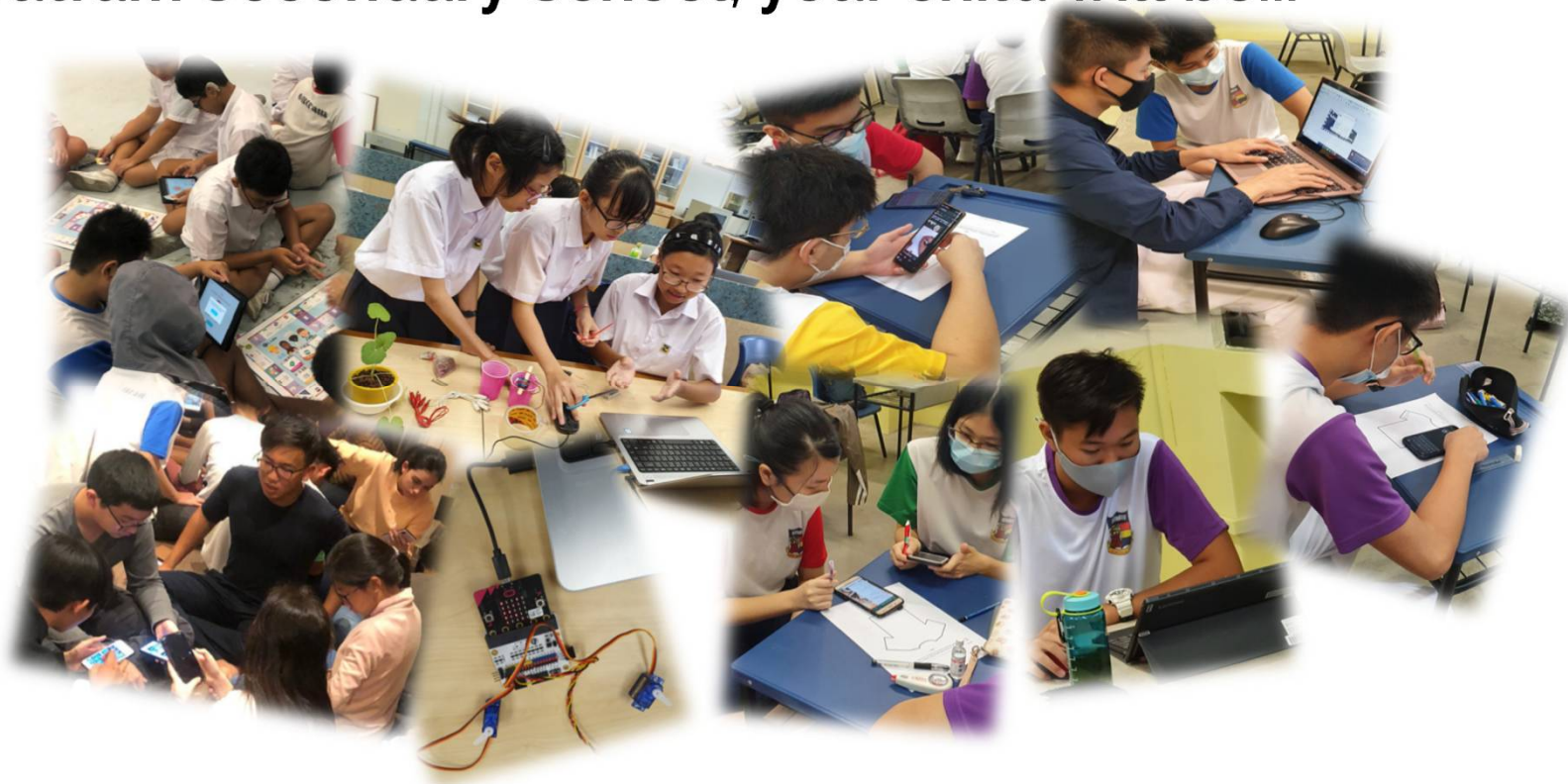

Enhance Teaching and Learning

Personal Learning Device for Teaching and Learning

Our device provided was a laptop each.

Our 1:1 Programmes
Outram Secondary School

How will your child use the Personal Learning Devices?

At Outram Secondary School, your child will be...

Device and Funding Information

Outram Secondary School Personal Learning Device

The school will be using the **Acer 11" Chromebook Convertible R752TN** for teaching and learning.

Total Cost with GST: S$474

Acer Intel N4020 processor 8GB RAM 64GB Storage 11.6" Screen Size 1.25 KG Accessories (mouse and bag and stylus)

Outram Secondary School Personal Learning Device

The school chose the device because of:
- Portability
- Durability
- Cost
- T&L Affordances

Acer Intel N4020 processor 8GB RAM 64GB Storage 11.6" Screen Size 1.25 KG Accessories (mouse and bag and stylus)

Personal Learning Device Bundle

Device Bundle

What it includes
● Acer Intel N4020 processor 8GB RAM 64GB Storage 11.6" Screen Size 1.25 KG ● Accessories (mouse and bag and stylus) ● Insurance and Warranty

Enhanced Device Bundle

What it includes
● 3-year warranty and 3-year insurance ● 2 repairs or 1 replacement claim

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 second-tier miscellaneous fees.

- To ensure the affordability of devices, **there was a one-time Edusave top-up of $200 in April 2020** to support the purchase of the device

- This is on top of the **annual $290** credited into the Edusave account for Secondary School students.

Funding Support for Singapore Citizen (SC) Students

- For students on MOE-FAS, subsidies are available even if there is insufficient Edusave balance. The cash out-of-pocket will be $0.

- Subsidies will be provided for SC who need support, particularly those whose Gross Household Income (GHI) is below $4,000 or Per Capita Income (PCI)# is below $1,000.

- For more details on financial assistance, please approach the school.

#PCI is GHI divided by the number of household members.

Funding Support for Non-Singapore Citizen Students

- Permanent residents (PR) and international students (IS) who need support could apply for subsidies, particularly those whose Gross Household Income (GHI) is below $4000 or Per Capita Income (PCI)# is below $1000.

- For more details, please approach the school.

#PCI is GHI divided by the number of household members.

Responsible Usage of Devices

Supporting Students in the Responsible Use of the Devices

The school has in place some measures **to enable a safe and seamless learning environment for students.** The role of the parent is also key in partnering the school to support your child.

A. Educating students on Cyber Wellness
B. Device Management Application (DMA)
C. Acceptable Use Policy (AUP)

Cyber Wellness Education

A. Educating students on Cyber Wellness

MOE has made significant changes to the Character and Citizenship Education. Cyber Wellness lessons will feature significantly in the CCE2021 lessons.

Topics covered in the Cyber Wellness lessons include:
- Cyber Use
- Cyber Identity
- Cyber Relationships
- Cyber Citizenship
- Cyber Ethics

Cyber Wellness Education

The school also has strategies to enable school-wide implementation of CCE. These include:

- Promoting a Peer Support Culture
- FT-led CCE Programme

In addition, through various programmes in school, students will continue to learn to be **respectful, safe, and responsible users of technology.**

Cyber Wellness Education

As parents, you can also play a part.
- Model good digital habits for your child.
- Know your child well, and have conversations with your child about safe and responsible use of technology.
- Set ground rules for internet use.
- Navigate the internet together to understand their usage.

Cyber Wellness Education

To support you in keeping your child safe online, you may refer to these resources:

- go.gov.sg/moe-cyber-wellness
- https://beta.moe.gov.sg/programmes/cyber-wellness/
- go.gov.sg/better-internet-sg
- sure.nlb.gov.sg/
- help123.sg

Supporting Students in the Responsible Use of the Devices

B. Device Management Application

Device management application (DMA) software will be installed on your child's device to provide a safe learning experience for your child, and to prevent misuse of the device.

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

*Installation of the DMA will be performed after the collection of the device.
Students will be guided on the installation.

Supporting Students in the Responsible Use of the Devices

C. Acceptable Use Policy (AUP)
Parents could refer to the AUP when helping to manage his/her child's use of the PLD.The AUP will help your child to **understand the expectations of device use** to **enable a conducive learning environment**.

It also **outlines** the **consequences** for violating the policy.

Outram Secondary School's Acceptable Use Policy (AUP)

Outram Secondary School
Device Use Policy and Technology
Acceptable Use Policy

The policy outlines all goals and expectations for acceptable device use, along with the consequences for violating the policy.

Device Use Policy

1. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook. Chromebooks tha work properly must be taken to the Computer Lab 2 DE Office at level 5. If a Chrome intervening period, one will be issued to the student until her Chromebook is repair

General Precautions:
- No food or drink is allowed next to your Chromebook at all times.
- Cords, cables, and removable storage devices must be inserted carefully int
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a cupboard or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Carrying the Chromebook:

The protective shell of the Chromebook will provide only basic protection from everyday use. It is not designed to prevent damage when it drops or from abusive handling. Carrying the Chromebook in a

Technology Acceptable Use Policy

1. General Guidelines

- Students have access to forms of media and communicati and research and of the education goals and objectives a media and communication beyond these specific uses is no
- Students are responsible for the ethical and educational us
- Access to the Outram Secondary School's technology resou employee, student, and/or parent is required to abide by t Policy. Violation of these rules results in the loss of privil action.
- Recognizing that it is impossible to define every instance will be at the discretion of the school administration to use judgement as to what is acceptable in any undefined instance that may arise.
- Transmission of any material that is in violation of any school rule or state law is prohibited. This includes, but is not limited threatening or obscene mat
- Any attempt to alter data, t the consent of the individua act of vandalism and subject
- All users of the technology Use Policy and abide by the rules and policies that this d

Outram Secondary School Rules on Learning Devices

Use of Learning Devices:
- Only learning devices can be used during curriculum time in the classroom (e.g. Chromebooks/ laptops/tablets). Obtain permission from your teacher to put these devices into your lockers when you leave class.
- Use of learning devices for watching shows/using social media/ listening to music/ personal use is allowed only *before and after curriculum hours.*
- Learning devices should be safely kept away and not left unattended.
- Violation of the use of learning devices will result in the confiscation of the device for a minimum of three schooling days.
- Charging of learning devices in school is not allowed.
- All school learning devices (e.g. computers in Library and computer laboratories) should only be used for school work.
- Failure to safe-keep or misuse of the learning device will result in confiscation of the item. Disciplinary action will be taken against the student.

Outram Secondary School
Chromebook Policy Handbook Sign-Off and Student Pledge

- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repair.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will comply with the policies outlined in the Chromebook Policy Handbook and the Acceptable Use Policy while at school as well as outside the school day.
- I will file a police report in the event of theft /loss or damage caused by fire.
- I will be responsible for all damages or loss caused by neglect or abuse.

What's Next

What's Next

For Singapore Citizens

Time Frame	Activity
13 Jan 2021	Parental Consent for Purchase and Edusave Withdrawal
29 Jan 2021	Signing of Acceptable Use Policy (AUP)
8 March 2021	Collection of Devices

* Parent Gateway / Parents' Letter would be used to convey information and to facilitate the purchase.

What's Next

For Permanent Residents (PR) / International Students (IS)

Time Frame	Activity
1 Feb 2021	Payment via Giro / Cash
29 Jan 2021	Signing of Acceptable Use Policy (AUP)
8 March 2021	Collection of Devices

* Parent Gateway / Parents' Letter would be used to convey information and to facilitate the purchase.

Collection of Devices

Your child will be collecting his/her devices **from 8 March 2021.**

- Parents could submit the '**Authorisation Form**' if you would like to appoint your child/ward to collect his/her device personally
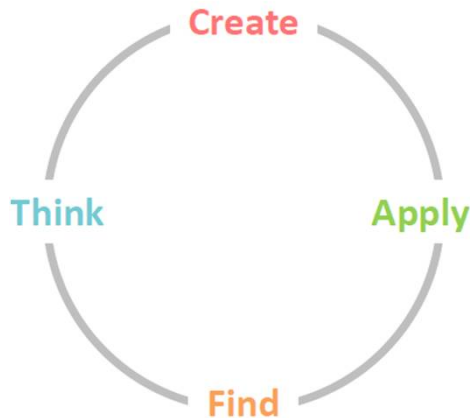
Important Contacts/ Helplines

To access/find out more about...	Contact/Helpline
This deck of slides	https://outramsec.moe.edu.sg/
Edusave Balance	6260 0777
Financial assistance available	6733 4077

THANK YOU

ANNEX

The National Digital Literacy Programme (NDLP)

The 'Find, Think, Apply and Create' framework:

Find	Critically gather and evaluate information from, and use digital resources in a safe, secure, responsible and ethical manner
Think	Interpret and analyse data, and solve problems
Apply	Use software and devices to facilitate the use of knowledge and skills in new contexts; keep up with technological developments
Create	Produce content and artefacts, and engage and collaborate with others digitally

Insurance Coverage

The 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)

Technical Support for Student's Devices

Technical support will be provided to students through:
- Service-desk set up in school during breaks and after school on a weekly basis
  - ✓ Trouble-shooting of device issues
  - ✓ Solve connectivity issues
  - ✓ Collection of devices to be sent for repairs
- ACER service centres
  - ✓ Repair of devices (hardware issues)
  - ✓ 29 International Business Park #01-07, Acer Building, Tower A Service Centre (Side Entrance) Singapore 609923 (1.1km from Jurong East MRT)
  - ✓ Helpdesk Support Contact number 1800 895 6299