



CHIJ Katong Convent

Simple in Virtue, Steadfast in Duty

Secondary 1

Parent Engagement Meeting

25 January 2023

4.30 pm (online)

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



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**.



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

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How will your daughter use the Personal Learning Device?

As **CHIJ KATONG CONVENT** embarks on **BLENDED LEARNING**, she will be using the **PLDs** for:

1. active learning in all subjects
2. learning tasks that require research, digital creation, and collaborative learning
3. self-directed learning and to enhance their personal productivity with applications like calendaring and note-taking.



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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)



Classroom Management and Routines



Classroom Management and Routines

To ensure clarity of processes and to develop expected desired behaviours for effective engagement, we will put in place:

- Classroom and Learning routines
 - guidance on calendaring/ managing task-lists/ note-taking
 - screen-use moments
- School-wide regulations and routines for day to day operations
 - device care/ use / storage/ security
 - contingent charging
 - trouble shooting, etc

At [Katong Convent](#), we seek to nurture students to be

- Compassionate Servant Leaders
- Innovative Problem Solver
- Discerning Citizens of the World
- Effective Communicators



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



Cyber Wellness Education



Cyber Wellness Education

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

Lesson Intent

- Understand the importance of being ethical online
- Consider sound values and principles when making decisions online
- Appreciate the different perspectives of the parties involved in the various scenarios and choose to act ethically online

Cyber Wellness Education @ CHIJ Katong Convent

At Katong Convent, our strategies to enable school-wide implementation of CCE include:

- Advocating desired CW habits and messages through CW Student Ambassadors
- Strengthening mass outreach through Assemblies/ Digital TV to focus on CW awareness and habits

DOING WHAT IS RIGHT LESSON TWO_A

REVEAL IT ALL

CONTENT AREA

Cyber Wellness

DEVELOPMENTAL MILESTONES

3.1.4a

Recognise and evaluate the motives behind one's decisions and actions. Have the moral courage to make values-based decisions regardless of circumstances.

KEY QUESTIONS

- What obstacles do I face in making decisions and/or acting in ways that are responsible towards myself and others?



KEY LEARNING

- Recognise one's vulnerability to risky situations and the importance of exercising discretion to

LESSON INTENT

Students navigate the online space including social media regularly. This lesson helps students to understand the importance of limiting the kind of personal information they disclose online. Online strangers and even online friends can use some of this information against them with very serious consequences.

Through discussions using authentic examples, students will examine their own assumptions and motivations for revealing their personal information online. They will realise that they need to manage the tension between being authentic online (i.e. disclosing a lot about themselves) and being safe online. In



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

Copyright related issues

I can, but should I?



Scenario 2

While doing a research project, Judy came across a very similar project done by someone called Madeline on the Internet. Judy then copied a large part of the report she found and submitted it as her own work to her teacher.

Questions to ponder:

1. Why do you think Judy would do that?
2. You violate copyright laws when you use any original work like images, videos, and/or presentations without permission. Why do we have copyright laws?
3. How would you feel if you were the creator of an original piece of work and you found out that someone had made use of your work without permission?
4. What happens if there is widespread violation of copyright laws? How could it affect society?
5. What could Judy do if they do not want to violate copyright laws?



Partnering parents/guardians to ensure
that students are well-supported in their
use of technology for learning



How would the access of
PLD be executed to
ensure no misuse

Will school educate them on healthy
usage of devices and good time
management?

Will the devices
allow students to
download other
software or apps?

How can
parents
monitor the
usage of the
PLD?

What are the safety
measures? And can
we as parent control
the usage timing?

Will school IT team
provide support with
software/hardware and
any other IT related
issues?

What are the
parental controls
available to restrict
inappropriate
usage?



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.



Additional Resources for Parents

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

- Parent Handbooks (I) and (II) on Learning with a Personal Learning Device
- Parent Kit on Cyber Wellness for Your Child (<https://go.gov.sg/moe-cyber-wellness>)
- MOE Cyber Wellness Programme (<https://www.moe.gov.sg/programmes/cyber-wellness/>)
- Media Literacy Council (<https://go.gov.sg/better-internet-sg>)
- National Library's Learning & Information Literacy Resources (<https://sure.nlb.gov.sg/>)
- TOUCH Community Services (<https://help123.sg>)



***For more tips, check out
MOE's Parent Kit
on cyber wellness by
scanning the QR code***



Device Management Application



Device Management Application Installation

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

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



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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 **7.00 a.m. to 6.00 p.m.**
- 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.*



Providing Parents/Guardians with Greater Choice for After-School PLD Use

Default	Option A	Option B
In-school DMA settings will continue after school hours	Parents/Guardians can modify the DMA settings after school hours	Parents/Guardians can choose to disable DMA after school hours
For parents/guardians who want their child's/ward's use of the devices 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 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.	For parents/guardians who do not want their child's/ward's use of the device to be regulated by DMA after school.

- 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 at any time.

The school will provide parents/guardians with more information on exercising the options.



Providing Parents/Guardians with Greater Choice for After-School PLD Use

	Default	Option A	Option B
Protecting students from objectionable content	MOE/school sets level of web content filtering	Parents/Guardians can apply additional content filtering	No content filtering
Reduce distractions from learning through control of applications	Parents/Guardians and students <u>unable</u> to install additional applications	Parents/Guardians and/or students can install applications after school hours, but these applications are disabled during school hours	
Limit screen time	School sets hours during which students are able to use the device online	Parents/Guardians can modify the amount of screen time*	No control over screen time



Providing Parents/Guardians with Greater Choice for After-School PLD Use

	Default	Option A	Option B
Parent/guardian account	Provided to allow monitoring of PLD activities after school hours		Not provided
Monitor students' cyber activities	Parents/Guardians can track their child's/ward's browser history after school hours		<p>Parents/Guardians will <u>not</u> be able to monitor or control their child's/ward's use of the device through the DMA after school hours</p> <p>No data* will be collected during use of PLD after school hours</p>



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

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 PLDs
- PLD location
- Webcam videos and microphone recordings



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Personal Learning Device @ CHIJ Katong Convent



\$564.80
(incl. GST)

Acer Chromebook Spin R753TN Chromebook

- 11.6" Touchscreen with Stylus
- Intel N5100 processor
- 8GB RAM
- 64GB Storage
- 1.3 kg



Why a Chromebook?

Fuss-free Chrome OS
focus students on Learning

- **Functionality**

- Touchscreen
- Inking (with stylus)
- Convertible

- **Durability**

- Hardy with Strong hinges
- Long battery life

- **Practicality**

- Light-weight, 1.25kg
- Fast boot-up time
- Less malware risk

- **Cost**

- Affordable



Personal Learning Device Bundle

Device Bundle includes

- **Acer Chromebook Spin R753TN Chromebook**
 - Carrier Bag, Mouse, Stylus
- **Insurance and Warranty**
 - 3-year warranty and 3-year insurance
 - 2 repairs or 1 replacement claim



Insurance Coverage

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

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 <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
 - 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's service centres – at Jurong
 - 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 second-tier miscellaneous fees.
- To ensure the affordability of devices, MOE has provided Edusave top-ups in 2020 to 2022 (**\$200 in each year**) to all eligible SC students in primary and secondary schools.
- This is on top of the annual \$290 credited into the Edusave account for Secondary School students and \$230 for Primary School students.



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) \leq \$3,000, or
 - Per Capita Income (PCI) \leq \$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 so that the cash out-of-pocket (OOP) is \$0.



Funding Scenario: Student A (SC)



**Acer
Chromebook
Spin R753TN
\$564.80**

Student A (SC on MOE FAS) GHI ≤ \$3,000 or PCI ≤ \$750	
Device Bundle Cost	\$564.80
Student Subsidy	\$282.40 (rounded up to nearest 10 cents)*
Available Edusave Balance (After setting aside for 2 nd -tier misc fees)	\$200.00 before deduction \$200.00 will be deducted
Additional Subsidy	\$82.40
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:
 - $\$3,000 < \text{Gross Household Income (GHI)} \leq \$4,400$, or
 - $\$750 < \text{Per Capita Income (PCI)} \leq \$1,100$

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.



Funding Scenario: Student B (SC)



**Acer
Chromebook
Spin R753TN
\$564.80**

Student B (Non MOE-FAS SC from lower income family)

$\$3,000 < \text{GHI} \leq \$4,400$ or $\$750 < \text{PCI} \leq \$1,100$

Device Bundle Cost	\$564.80
Student Subsidy	\$169.50 (rounded up to nearest 10 cents)*
Available Edusave Balance (After setting aside for 2 nd -tier misc fees)	\$200.00 before deduction \$200.00 will be deducted
Additional Subsidy	\$145.30
Cash Out-of-pocket	\$50.00

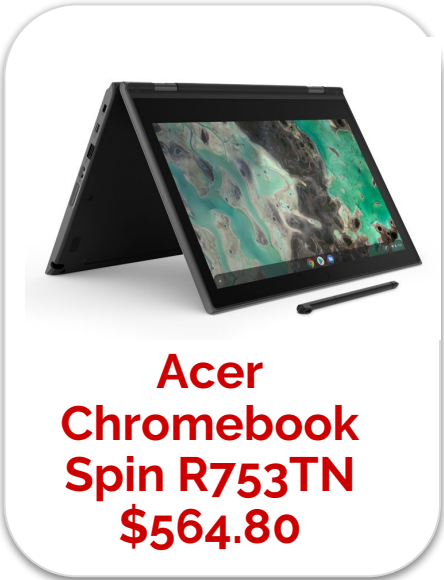
For more details on financial assistance, please approach the school. Each student would receive a personalised bill subsequently.

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.



Funding Scenario: Student C (SC)



Student C (Not Eligible for Subsidy) GHI > \$4,400 or PCI > \$1,100	
Device Bundle Cost	\$564.80
Available Edusave Balance <i>(After setting aside for 2nd-tier misc fees)</i>	\$200.00 before deduction \$200.00 will be deducted
Cash Out-of-pocket	\$364.80

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

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 \$4400 or Per Capita Income (PCI)# is below \$1100.
- For more details, please approach the General Office.

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



Funding Scenario: Student D (PR/IS)



**Acer
Chromebook
Spin R753TN
\$564.80**

Student D GHI ≤ \$3,000 or PCI ≤ \$750	
Device Bundle Cost	\$564.80
Student Subsidy	\$169.50 (rounded up to nearest 10 cents)*
Cash Out-of-pocket	\$395.30

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

Funding Scenario: Student E (PR/IS)



**Acer
Chromebook
Spin R753TN
\$564.80**

Student E	
\$3,000 < GHI ≤ \$4,400 or \$750 < PCI ≤ \$1,100	
Device Bundle Cost	\$564.80*
Student Subsidy	\$113.00 (rounded up to nearest 10 cents)*
Cash Out-of-pocket	\$451.80*

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

Funding Scenario: Student F (PR/IS)



**Acer
Chromebook
Spin R753TN
\$564.80**

Student F GHI > \$4,400 or PCI > \$1,100	
Device Bundle Cost	\$564.80
Cash Out-of-pocket	\$564.80

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

What's Next



What's Next

For Singapore Citizens

Time Frame	Activity
30 Jan	<p>Submit Letter to Parents for Procurement which includes the following annexes:</p> <ul style="list-style-type: none">• Intent to purchase• Use of Edusave <p>via Parent Gateway or hardcopy form to General Office</p>
April (Estimated)	Collection of Devices by students (upon full payment)

What's Next

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

Time Frame	Activity
30 Jan	Submit Letter to Parents for Procurement which includes the following annexes: <ul style="list-style-type: none">• Intent to purchase via Parent Gateway or hardcopy form to General Office
Mid Mar (Estimated)	Parent/Guardian to make payment via Giro (Default payment mode for those who already have an existing Giro arrangement with MOE) / Cheque / Cash etc. .
April (Estimated)	Collection of Devices by students (upon full payment)

Letter to Parents for Procurement



Parents with SingPass can access the Letter to Parents for Procurement to indicate your consent via the following link:

<https://go.gov.sg/pdlpadmin>

* Parents without Singpass can request for the hardcopy letter via your child's form teacher.

Collection of Devices

Your child will be collecting his/her device **from April 2023**.
(Kindly ensure all payment are settled by **March 2023**.)

If you would like to verify the condition of the device during collection with your child/ward:

- You may arrange to collect the device at the contractor's service / collection centre* or appoint an adult proxy to do so.
- Your child/ward would need to bring the device to school and arrange for the school's IT department to install the DMA.

However, we will like to encourage students to go through the collection and verification exercise together as a class to build their sense of ownership.

* Parents/Guardians (or adult proxy) will **not** be able to collect the PLD from the school.



KC NDLP Information and FAQ

chijkatongconvent.moe.edu.sg/the-kc-experience/national-digital-literacy-programme-ndlp

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The KC Experience



3 | The KC Experience | National Digital Literacy Programme (NDLP)

10 years of History and Heritage

National Digital Literacy Programme (NDLP)



<https://go.gov.sg/kcndlp>

<https://go.gov.sg/kcndlp>



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)

