

- Term 2
- 29 March 2023 Sharing
- Sec 1 PLDs Collection

Personalised Digital Learning Programme

Bringing **you** the device, to bring your **learning** beyond



Intended Outcomes of a Personalised Learning Environment

The Personalised Digital Learning programme aims to:



- **Enhance Teaching and Learning**

PLDs harness technology for greater effectiveness in teaching and learning, enabled by teachers' use of e-Pedagogy to provide learning experiences for students



- **Support Self-Directed and Collaborative Learning**

PLDs enable students to learn online according to their needs and interests and to collaborate with each other, anytime and anywhere



- **Support the Development of Digital Competencies**

PLDs provide an immersive environment for students to develop the dispositions, knowledge and skills to thrive in the digital environment.



Briefing Agenda

1. Collection Day Arrangement
on 12 April 2023
(HBL Day - Even Wed)
2. Device Care Management
3. Daily Routines

Bringing **you** the device, to bring your **learning** beyond



Sec 1 PLDs Collection Day

Term 2 2022: 3 HBL Days

- T2W4 – 12 Apr 2023 (Even Wed)
(Sec 1 collect PLD, 2 – 5)

**** NO HBL tasks will be assigned for Sec 1 students**

- T2W7 – 4 May 2023 (Odd Thurs)
- T2W8 – 11 May 2023 (Even Thurs)

○ Sec 4E/5N – MT Intensive Day 1 &
Sec 4N/NT – Normal Lessons



General
Blue

2023

Singapore

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21		23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1		3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11		13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May						
S	M	T	W	T	F	S
	1	2	3		5	6
7	8	9	10		12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

● Public/Sch Hols

● HBL

A hardcopy will be issued to the class



PLMGS(Sec) PLDs Collection Day Schedule

Students to come in school attire.

PLMGSS 2023 Sec 1 PLDs Collection Day		
Session Number	Venue (Shalom Blk, Level 2)	Class
<u>Session 1</u> Reporting time: <u>9.00am</u> 9.00am - 10.30am	Phys Lab 1	1.1
	Phys Lab 2	1.2
	Chem Lab 1	1.3
	Chem Lab 2	1.4
<u>Session 2</u> Reporting time: <u>10.30am</u> 10.30am - 12.00pm	Phys Lab 1	1.5
	Phys Lab 2	1.6
	Chem Lab 1	1.7
	Chem Lab 2	1.8

Seating arrangement in the Science Lab will be according to class register number.



PLMGS(Sec) PLDs Collection Day Expectations

- Please be punctual and wait outside the venue quietly.
- Please listen attentively to the MOE IT personnel who are supporting the technical assistance.
- All PL-Lites should display our HEART Values and be a PL Ambassador.





PLMGS(Sec) PLDs Collection Day Expectations

Items to bring to the venue

1. **Student Ez-Link card** (For verification purpose by contractor)
2. **Handphone** (For authentication of account in Chromebook)
3. **School Diary** (To write down Student iCON & password)


Reminder to all PL-Lites: **Personal lock** for locker



For the Well-being of PL-Lites

All PL-Lites will be given customized name stickers to label their PLD items.

Students are encouraged to put additional stickers for class / year



Toh Xinyi	Toh Xinyi	Toh Xinyi	Toh Xinyi
Toh Xinyi	Toh Xinyi	Toh Xinyi	Toh Xinyi
Toh Xinyi	Toh Xinyi	Toh Xinyi	Toh Xinyi
Toh Xinyi	Toh Xinyi	Toh Xinyi	Toh Xinyi
Toh Xinyi	Toh Xinyi	Toh Xinyi	Toh Xinyi
Toh Xinyi	Toh Xinyi	Toh Xinyi	Toh Xinyi

Items to be collected



1. Chromebook 500e 3rd Gen



2. Laptop Charger



3. Laptop Carrying Case



4. USB Mouse



5. Box
Keep the original box for 7 days in the event that a 1-for-1 exchange is required.



PLMGS(Sec) PLDs Collection Day Expectations

Time Frame	Activity	Personnel
<p>Session 1 Class 1.1, 1.2, 1.3 & 1.4 Reporting time: 9.00am 9.00am - 10.30am Dismissal time: 10.30am</p>	<p>➤ Students who are using personal owned device (ie. not buying school's prescribed Chromebook) need not report to school. They <u>will stay at home</u> to complete the assigned homework or self-revision.</p>	<p>Students using personal owned device</p>
<p>Session 2 Class 1.5, 1.6, 1.7 & 1.8 Reporting time: 10.30am 10.30am - 12.00pm Dismissal time: 12.00pm</p>		
<p><u>After 13 April 2023</u> To make arrangement after school curriculum time for collection</p>	<p>➤ Students who are <u>absent on 12 April 2023</u> (with a valid reason)</p> <ul style="list-style-type: none"> School will sign out the device on behalf of the students. Students will make arrangement to collect the device from School ICT Support Team <u>from 13 April 2023, after school curriculum hours.</u> <p>To book appointment slot By phone during office hours: 8.00 a.m. – 4.30 p.m. ICT Manager: 83507134 (WhatsApp) Email: IT_support@plmgss.edu.sg</p>	<p>Absentees on 12 April 2023</p>



Briefing Agenda

1. Collection Day Arrangement
on 12 April 2023
(HBL Day - Even Wed)
2. Device Care Management
3. Daily Routines

Bringing **you** the device, to bring your **learning** beyond



Device Care Management



Lenovo 500e Chromebook (3rd Gen)
11" Convertible



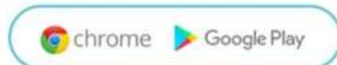
Prevent Electrical Damage

Devices have electrical components that may malfunction when in contact with fluid, heat and rough handling.

- No food/drink is allowed next to your device.
- Never force/shove your device into your locker or bag.
- Carefully insert cards, cables, and removable storage devices into the ports.
- Do not expose your device to extreme temperatures or direct sunlight for extended periods of time.
- Carry the device with care. Never pick up the device by the screen or carry the device with the screen open.



Device Care Management



Lenovo 500e Chromebook (3rd Gen)
11" Convertible



Protect the Screen

Screens are particularly sensitive to damage from excessive pressure on it.

- Do not draw or write on top of the device.
- Close the screen gently.
- Do not poke the screen.
- Do not put pressure (not even your school bag) on the top of the device.
- Do not bump the device against lockers, walls, car doors, floors, etc
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not store the device with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils etc).



Prevent theft and loss

When the device is left unattended or visible to others, this may increase temptation of theft.

- Never leave the device unattended, not even storing it in a vehicle.
- Laptops and accessories should be stored in locker when not in use.
- Do not lend the device to another person. You are solely responsible for your device.
- If you have found a device in school, you are responsible to bring it to the General Office immediately. You are not allowed to safe keep the device.
- Do carry the device to and from school in a school bag or backpack so that it is not visible including periods of time when waiting at a bus stop, riding public transportation, or when walking around.
- If laptop is lost or damaged, you are to report to General Office. You will need to pay for the laptop.
- If is suspected theft, you are to file a police report

Preventing theft of online identity

- Never share account passwords with others, unless requested by an administrator.

Device Care Management



Personal lockers



Locks

To be locked in lockers during recess time/PE lessons etc



Device Care Management



Personal lockers



Locks

Crime Prevention Advisory

Do not have your belonging unattended or unsecured even for a short while.



Device Care Management



Prolong Battery Lifespan

The average battery life is about 10 hours.

- Shut down or put to sleep mode when not in use.
- Remember to fully charge before each school day.

Permission to use the charging station

To **ensure security** when charging the PLD, students must "exchange" for an security access card with their student pass in the General Office.

This will ensure that the PLD is **locked and secured when charging**.



Charging station in canteen

You are NOT allowed to charge your PLD in the classroom or at any other school venues.



Device Care Management



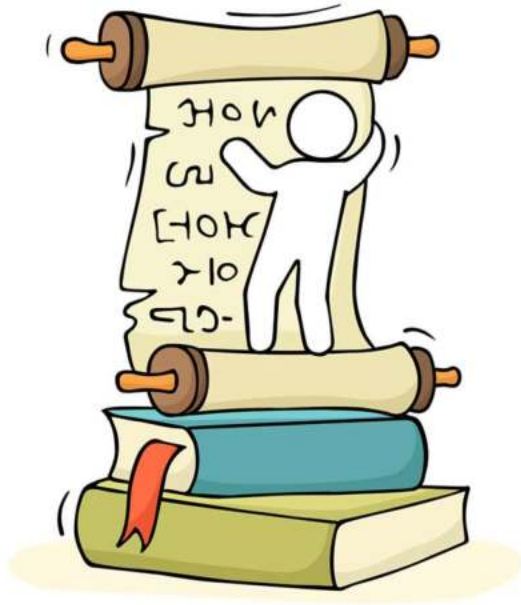
Lenovo 500e Chromebook (3rd Gen)
11" Convertible



Use Appropriate Technical Support

Any attempts to repair the device yourself would void the warranty and cause you to incur additional charges.

- Do not try to temper with the operating system on your device.
- Never try to open your device to change the hardware of your device, this would void the warranty!



Briefing Agenda

1. Collection Day Arrangement
on 12 April 2023
(HBL Day - Even Wed)
2. Device Care Management
3. Daily Routines

Bringing **you** the device, to bring your **learning** beyond



Regular classroom routines with the use of PLD



Blended Learning Routines

C

Charge PLD Fully

- Charge your PLD fully before coming to school
- Be ready with your PLD at the start of lesson



H

Highlight issues to Peers, Teachers or ICT Support Team

- Seek help from peers
- Ask teachers if assistance is needed
- Approach ICT Support Team to troubleshoot technical issues



A

Alert in Safeguarding PLD & School Materials

- Do not leave your PLD unattended
- Protect PLD via Device Care Management
- Use a 1-bag system to place PLD & all lesson materials



M

Manage Wi-Fi, Email & Online Lessons

- Check that your Wi-Fi is turned on and check your email regularly
- Actively learn and be self-directed
- Access online lessons & complete them promptly



P

Protect Password

- Remember your password and keep it safe
- Approach the ICT Support Team after 3 unsuccessful logins



S

Screen Down Fully & Listen to Instructions

- Place your screen down fully when teacher is giving instructions





FAQs

What does the insurance cover?

The package includes **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 <u>not</u> be covered by insurance.</p>	<p>*2 repairs or 1 replacement (3-year insurance)</p>



FAQs

If my PLD has some technical issue, who should I approach?

PL-Lites should approach the school ICT Team.

We will do 1-for-1 exchange (loan) while we send the issued PLD to the contractor (fortnightly collection).

TECHNICAL ASSISTANCE HELPDESK

By phone during office hours: 8.00 a.m – 4.30 p.m

ICT Manager: **83507134** (WhatsApp)




General Enquiry

Email: IT_support@plmgss.edu.sg



FAQs

What are the functions of the Device Management Application (DMA) software?

No	Service	Functions
1	Mobile Device Management Service 	Facilitates the updating and management of the PLDs , <u>protects PLDs from malicious software</u> , and <u>protects students</u> from objectionable internet content.
2	Classroom Management Service 	Enables teachers to manage the students' use of the PLD during <u>lesson time</u> to improve classroom management and support effective teaching and learning.
3	Usage Management Service 	Enables the school and/or parents to <u>better supervise and set helpful limits</u> for students' use of PLDs after school



In-School DMA Settings (Default)

For students

School will determine DMA settings for in-school use that are designed to help students focus on learning in **a safe and conducive online environment**.

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 social media sites, pornography, gambling, extremist and violence-related sites
- PLD usage time will be set from **School hours: 6 a.m. to 3 p.m. (Default setting in school)**
After school hours: 3 p.m. to 11 p.m.
Sleep hours: 11 p.m. to 6 a.m. (limited usage of PLD)
- The school will determine the apps and programmes to be installed to support teaching and learning
- A parent/guardian account* will be enabled to allow to monitor her child's/ward's PLD activities and partner the school to ensure the student's cyber well-being.

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



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

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

Default

In-school DMA settings will
continue 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. It
will follow the same DMA
settings set by the school
during school hours.

Option A

Parents can determine 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**.

Option B


Parents can choose to
disable DMA after school
hours

For parents/guardian 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 who prefer not to, or do not feel ready to manage their child's device use on their own.



Important Contacts/ Helpline

To access/find out more about...	Contact/Helpline
This deck of slides 	Through PLMGSS Email by: Mr Tan Tiah Hui Dean IP / HOD KM & ICT (tan_tiah_hui@moe.edu.sg)
Further queries or clarification	<u>TECHNICAL ASSISTANCE HELPDESK</u> By phone during office hours: 8.00 a.m. – 4.30 p.m. Mr Glayen Chua, ICT Manager: 83507134 (WhatsApp) General Enquiry Email: IT_support@plmgss.edu.sg



*Thank
you!*

