15 January 2021

Dear Parents/Guardians

National Digital Literacy Programme (NDLP)

1. 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. This means that every secondary school student from Secondary 1 to 3 will own a school-prescribed Personal Learning Device (PLD) by end-2021. As Yio Chu Kang Secondary School is in Phase 1 of the implementation, our students will be receiving their PLDs earlier by a few months. This means your child is likely to receive their device in Term 2 this year.

2. 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. Please take the time to read this all the way to the end, noting the NDLP Briefing details.

NDLP Briefing for Parents

3. A virtual **NDLP Briefing** will be held on **23 January 2021 (Sat) from 9.00am to 10.15am** for the school to share details on the following:
   - National Digital Literacy Programme (NDLP)
   - YCKSS Digital Education Programme
   - Choice of iPad as the Personal Learning Device (PLD)
   - Administrative & Funding Details
   - Safeguards to Ensure Safe & Responsible Use of PLD

4. The briefing will be conducted via Zoom. To register for the webinar, please click the following link: https://go.gov.sg/yckss-ndlpbrief

5. During the session, the school will also provide clarifications to any queries from parents/guardians. Should you have any questions about the NDLP, you are welcome to submit them via this link prior to the session: https://go.gov.sg/yckss-ndlp

Personal Learning Device (PLD) for Secondary School Students

6. **Overview.** The PLD will be used in tandem with the national e-learning platform called the Singapore Student Learning Space (SLS) together with 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.

7. **Purchase of PLD bundle.** The school has made arrangements for you to purchase the PLD from AsiaPac Distribution Pte Ltd (Vendor) 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 consists:

Apple iPad (Enhanced) Bundle

(a) Apple iPad (2020 8th Generation) (WiFi)

- Processor: A12 Bionic Chip with Neural Engine
- RAM: 4GB
- Storage: Upgraded to 128GB
- Display: 10.2" Retina Display, 2160x1620 Resolution

(b) Apple Pencil (1st Generation)

(c) Ruggedized Combo Cover and Keyboard

(d) 3-Year AppleCare+ Warranty and 3-Year Insurance:

Insurance Coverage	Claimable
- Fire - Lightning - Power Surges - Accidental Damage 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)

Price of the device bundle (inclusive of GST): **S$957.60**

8. **Use of Edusave**. If your child/ward is a Singapore citizen, your child/ward has an Edusave account that you can use to pay partly or fully for the PLD. A Singapore citizen student can use up to the available Edusave balance 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. 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. You may call 6260 0777 to enquire about your child's/ward's Edusave balance.

9. **Financial Assistance.** Subsidies are available for students who require financial assistance to purchase a PLD. Students under the MOE Financial Assistance Scheme for the year will automatically be subsidised 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.

10. **Device Management Application**. Please note that when you purchase a PLD, **the PLD <u>will</u> 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.

11. **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.

12. **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.

13. **Frequently Asked Questions.** Please refer to **Annex A** for the Frequently Asked Questions on the purchase and use of the device, as well as more information on the DMA and MOE's collection of data.

Next Steps

14. To proceed with the purchase of the PLD, please fill in the online form at this link: https://go.gov.sg/pdlpadmin by **30 January 2021**. The online form will consist of the following:

    (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.** For parents/guardians to authorise their child/ward or an adult to collect the PLD on their behalf. We strongly encourage parents/guardians to authorise your child/ward to collect the PLD in school 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.

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

16. Should there be any further queries or clarifications, please visit our school website (https://yiochukangsec.moe.edu.sg) or you may contact the following personnel:

For programme matters	Mr Desmond Pang (HOD ICT)	6456 0669 (ext. 115)
	Mr Brandon Chin (SH Digital Learning)	6456 0669 (ext. 136)
For financial & subsidy matters	Mr Alvin Tan (Admin Manager)	6456 0669 (ext. 222)
For Edusave balance	MOE Hotline	6260 0777

Thank you.

Yours sincerely,

Mrs Carol Lim
Principal

YIO CHU KANG SECONDARY SCHOOL

Annex A: Frequently Asked Questions (FAQs)

Device Purchase

1. **Can my child not purchase the device?**
   Every student is required to have a device for teaching and learning purposes and is encouraged to purchase one through the school via MOE's bulk tender. Students are encouraged to use the device model prescribed by the school, as the uniformity of systems and software would ensure a smooth learning experience for everyone. The device purchased through the school will come with the necessary warranty and insurance as well.

   Students who do not wish to purchase a device because they already have their own devices will have to check with the school to ascertain whether the specifications of their existing devices meet the schools' requirements. These existing devices must also be installed with a Device Management Application (DMA) software to manage the student's access and usage.

2. **Do all students in the school have to use the same device?**
   Students are encouraged to use the model prescribed by the school for a smooth learning experience.

3. **Can parents approach the tenderer or other vendors to make separate purchases of the PLD or accessories?**
   No. The purchase of PLDs, and peripheral accessories, e.g., headphones and screens, riding on the MOE Device Bulk Tender has to be made through the school. The school will make a professional decision on the suitable specifications of the device model and accessories that best meet teaching and learning requirements.

4. **What happens to the device after my child graduates?**
   The school will uninstall the DMA from the devices upon students' graduation, and students will have full control and personal ownership over their devices afterwards. If the student's device needs to be installed with DMA in JC/MI, it can be reinstated by the next school.

Device Use

5. **Will the devices and SLS resources replace textbooks?**
   With the devices, students can now access curriculum-aligned resources in the MOE SLS both in and outside of class at their own pace, to complement their learning. The devices and SLS resources will not replace textbooks, as textbooks are currently designed as curriculum-aligned reference for students.

6. **Will my child need to purchase software for their devices? If so, can these be paid for with Edusave?**
   The school may prescribe software that support the teaching and learning requirements. However, Edusave cannot be used for purchase of software (and relevant licences).

7. **Will my child be allowed to store the device in school overnight? Where will students store their devices when go for recess or PE lessons?**
Students are expected to secure their devices in individual lockers provided by the school when they are away from their classrooms. Students should bring their devices home at the end of the school day so that they can utilise them for learning at home. The school will fully fund the lockers.

8. **How frequently will the devices be used in class? Is there a recommended limit to screen time in class?**
There is no recommended screen time as it depends very much on the nature of the activity. According to the American Academy of Paediatrics (2016), there is no one-size-fits-all approach to limiting the amount of screen time for teenagers. The recommended screen time takes into consideration a child's developmental stage, how the technology is used, the quality of the content and design of the material. Schools will design their learning programmes to ensure that the students' use of PLDs is balanced in relation to other activities and modes of learning.

All PLDs will be installed with DMA which allows teachers to manage students' screen time. Teachers will continue to ensure that the amount of assignments set (both online and offline) is guided by the school's homework policy.

Data Protection

9. **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 other than those 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

10. **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