



•Sec 1 PLDs Collection

P D L P 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 26 February 2025 (HBL Day)
2. Device Care Management
3. Daily Routines

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PLMGS(Sec) PLDs Collection Day Schedule

Students to come in school attire.

PLMGSS 2025 Sec 1 PLDs Collection Day - 26 February 2025		
Session Number	Venue (Shalom Blk, Level 2)	Class
Session 1 9.00am - 10.30am Reporting time: <u>9.00am</u>	Phys Lab 1	1.1
	Phys Lab 2	1.2
	Chem Lab 1	1.3
	Chem Lab 2	1.4
Session 2 10.30am - 12.00pm Reporting time: <u>10.30am</u>	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 refer / write down Student iCON & password)

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



For the Well-being of PL-Lites

PL-Lites are encouraged to place your name stickers to label your PLD items.

You can also put additional stickers for class / year



Items to be collected



1. Chromebook 500e 4th 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><u>Session 1</u> Class 1.1, 1.2, 1.3 & 1.4 9.00am - 10.30am</p> <p>Reporting time: <u>9.00am</u></p> <p>Dismissal time: 10.30am</p>	<ul style="list-style-type: none"> ➤ Students will be collecting and checking the PLDs with their Form Teachers and vendor. ➤ Students will sign out the device once all the items are checked and accounted for. 	<p>Students collecting personal owned device</p>
<p><u>Session 2</u> Class 1.5, 1.6, 1.7 & 1.8 10.30am - 12.00pm</p> <p>Reporting time: <u>10.30am</u></p> <p>Dismissal time: 12.00pm</p>		
<p><u>After 26 Feb 2025</u></p> <p>To make arrangement after school curriculum time for collection</p>	<ul style="list-style-type: none"> ➤ Students who are <u>absent on 26 Feb 2025</u> (with a valid reason) <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 26 Feb 2025, after school curriculum hours.</u> <p>To book appointment slot (Tuesday or Thursday) By phone during office hours: 2.00 – 4.30 p.m.</p>	<p>Student Absentees</p>



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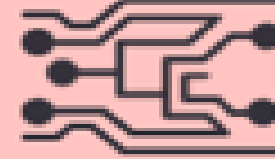
Device Care Management


Your Device



Lenovo 500e Chromebook
Specification: Intel N200
processor, 8GB RAM,
64GB storage, 12.2”
touchscreen with stylus

Enhanced Bundle
Insurance: 3-years
warranty & insurance



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.

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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 and lessons that does not require PLDs etc



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.

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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!



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ICT - PLD Routines

Regular classroom routines with the use of PLD

Mandatory to bring your PLD everyday for lessons



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
- If you forgot your MIMS Password, reset it on <https://mims.moe.edu.sg>



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).

General Enquiry and Technical Assistance

Email: IT_support@plmgss.edu.sg for booking of an appointment (for Tuesday and Thursday only)

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 from objectionable internet content</u> .
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

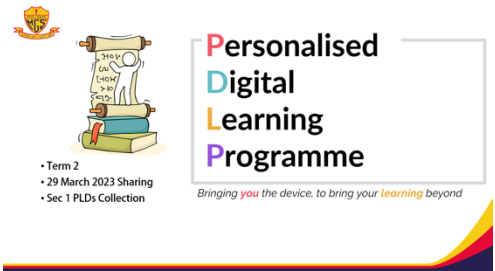
The school will provide parents/guardians with more information on exercising the options.

Default	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.

- **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
<p>This deck of slides</p> 	<p>Through PLMGSS Email by: Mr Tan Tiah Hui HOD KM & ICT (tan_tiah_hui@moe.edu.sg)</p>
<p>Further queries or clarification</p>	<p><u>General Enquiry and Technical Assistance</u></p> <p>Email: IT_support@plmgss.edu.sg to book an appointment (Tuesday and Thursday only)</p>



*Thank
you!*

