Suggested guidelines for schools to ease the collection of Year 6 students' tablets

Kindly note that these are some suggested guidelines to facilitate the collection process, however you can modify the procedure according to your school's requirements.

1. A school representative is kindly requested to collect some small boxes from Digital Literacy Centre, Joseph Abela Scolaro Street, Hamrun during this week from 8:00am-4:00pm.
2. Give students' AUPs to the respective Year 6 class teachers.
3. Ask students to switch on and off the tablet so that the teacher will fill in the checklist accordingly. If there are any tablets that are not listed on the checklist, please add them.
4. Update the AUP of each returned tablet: verify that the inventory number is correct, write 'Returned' and include the date of return and signature.
5. Put the tablets in the provided box and the carry-bag with peripherals in the plastic bag.
6. After collecting all class tablets, seal the box, fill in the given label and attach it to the box. The box number needs to be different for every box, for example if there are 3 boxes the box numbers should be Box 1 of 3, Box 2 of 3 etc.
7. Keep record of any uncollected/missing tablets, including inventory number, class and school.
8. Update the online school's inventory by writing '*Returned*' and the date in the comment column.
9. By the 10th of June, please scan all the AUPs of the returned tablets (grouped by class) and send them together with the checklists to digital-literacy@ilearn.edu.mt .

Please note that any students who claim that their tablet is stolen need to present the police report within 3 working days as per AUP. In the week starting 10th June, MEDE personnel will be collecting the tablets and peripherals from schools.