



LETTER CIRCULAR

Date: 25th September 2019

Ref: DDLTS 30/2019

To: All Heads of College Network and Heads of Primary Schools (State and Non-State)

From: Director, Directorate for Digital Literacy and Transversal Skills

Subject: Continuation of One Tablet Per Child: Phase 4

Heads of School are kindly requested to bring this Circular to the attention of teachers in their school.

The new tablets under the scheme One Tablet Per Child (OTPC) will be distributed to all Year 4 students as from 21st October 2019. Every school will be communicated the date of delivery.

Note for Heads of Schools

As part of this exercise we are updating the list **contact persons at schools** who will be contacted for OTPC. Therefore the Heads of Schools are kindly asked to confirm the school's contact person or nominate a new person by filling up [this form](#) by 1st October 2019.

Note for SLT and Teachers

Once the tablets are delivered to your school you may start to distribute systematically to your students. In the previous years, schools involved the parents/guardians from the very first day and ensured that they come to school for a meeting before giving out the tablets. Some other schools sent the AUP to parents and asked them to sign. Do whatever works best for your school, however please note that the signing of all the AUPs is essential.

(New educators and student additions in Year 5 and year 6 classes will be tackled separately. Kindly follow the SOP attached.)

Procedures

For Phase 4 the same procedures of last year apply, namely:

- a. Update the school tablet inventory for years 5 and 6 before the new intake of tablets arrives;
- b. Once the new tablets for year 4 arrive; see that the correct number of tablets given to each class corresponds to the official student list, and any discrepancies reported to IMU;
- c. Teachers check with students that they have all the items in the bag. (Just a check and report any missing items.) <inside black case – tablet with cover, stylus, extra battery, cleaning cloth, earphones, charger, shoulder strap and cable>;
- d. Acceptable Use Policies (AUPs) and the GDPR regulations (both attached) are printed and distributed to students by the school;
- e. Ask parents/guardians to read it and fill in and return the last page only;
- f. Forms are returned to the teacher and kept by the school;
- g. When all are collected, the tablets and accessories are to be taken home. Tablets should be brought to school every school day charged and ready to use;
- h. Keep a record of the students' asset number next to the student's name on an spread sheet and please update the online inventory as done in the previous years;
- i. Parental meetings can be scheduled by the school;
- j. Digital Literacy Support teachers (State) and Avantis personnel (Non State) will be available to help and support the class teachers;
- k. Please read carefully the new Standard Operating Procedure (attached) that supersedes previous SOPs

For any clarifications please contact us at 25981563/4/5 or via email on digital-literacy@ilearn.edu.mt

Thank you for your cooperation.

Mr. Grazio Grixti
Director
Directorate for Digital Literacy and Transversal Skills