



Directorate for Digital Literacy and Transversal Skills

Suggested Procedures for Distribution of Tablets

Together with the year 4 student tablets, schools will also receive any outstanding replacement carry cases for year 5 and 6 students. These will be provided in separate boxes labelled 'Yr5/6 Replacement Carry Cases'.

It is suggested that once the tablets are delivered in the school, distribution is done systematically to students. In the previous years some schools made it clear that they would be involving the parents/guardians from the very first day and would make sure that they came to school for a meeting before giving out the tablets. Others felt comfortable to send the AUP to parents and asked them to sign. Do whatever works best for you according to your school culture.

Suggested procedure as previous years:

1. **Update** the school tablet inventory for years 5 and 6 before the new intake of tablets arrives;
2. 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;
3. Students confirm that they have all the items in the bag. (Just a check and report to IMU any missing items.) <inside black case – tablet with cover, stylus, extra battery, cleaning cloth, earphones, charger, shoulder strap and cable>;
4. Acceptable Use Policies and the GDPR regulations (both attached) are printed and distributed to students by the school;
5. ask parents/guardians to read AUP and fill in and return the last page only;
6. forms are returned to the teacher and kept by the school;
7. when all are collected, the tablets and accessories are to be taken home. Tablets should be brought regularly to school;
8. keep a record of the students' asset number next to the student's name on an spread sheet and please update the online inventory distributed last year;
9. parental meetings can be scheduled according to the school calendar;
10. Digital Literacy Support teachers (State) and Avantis personnel (Non-State) will be available to help and support class teacher and LSE;

Please feel free to contact Ms Marvic Sciberras on 2598 2349 or via email marvic.sciberras@gov.mt directly if you have any queries or the need for any support.

Mr. Grazio Grixti
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