



As the scholastic year is coming to an end, MFED is planning the collection of OTPC tablets from the current year 6 students. This collection should be held in conjunction to the book collection. We greatly appreciate the help and collaboration of all schools to undertake this process. Schools who may need support to undertake this process are to contact MFED on digital-literacy@ilearn.edu.mt

The following are recommendations to organise collection in an efficient and safe manner:

1. The school can organise the collection of tablets in a manner which is most appropriate for each school (e.g. scheduled over several days, by appointment, etc).
2. In the case of the collection of Year 6 tablets, schools will be provided with boxes where to store the tablet in its carrier bag together with the charger and the stylus.
3. The boxes are to be labelled on the side, with the school name and number of devices in the box.
4. AUPs of the returned tablets need to be marked as RETURNED.
5. A simple online MS Form will be provided to each school. The form includes Year 6 classes, names of students per class and a field where to insert the inventory number of each returned tablet. A copy of the MS Form will be sent to each school via email. In case of clarifications, kindly contact us on digital-literacy@gov.mt or **25981564/5**.
6. Please fill in one form for every student who returns the tablet. If a student's name is not featured in the form, the name and asset number can be added by choosing from the drop down menu. The use of MS Forms will ensure a simple procedure for schools and will thus save schools from updating their inventory themselves and enable us to update the school inventory centrally.
7. Note is to be taken of students whose tablet is not returned by the end of this process.
8. Boxes will also be provided for the faulty tablets presently being kept in schools' stores.
9. Boxes with faulty tablets are to be marked in RED as on the side of the box.
10. All boxes should be left in a secure place for pick up by MFED staff.
11. MFED will inform the schools when pick up of boxes will be scheduled.

By way of checking, recording and packing the returned tablets, the following steps are being suggested with the aim to avoid minimal handling:

1. Organise the AUPs by class.
2. Prepare the boxes so that the students can place the device directly in the box.
3. Write down the name of school on the side of each box.
4. Fill in the simple MS Form provided for each particular student.
5. When the student returns the device, please ask the student to:
 - a. open the tablet bag to ensure the device is being returned
 - b. ask the student to show you the device number at the back of the device. This should match the inventory number on the AUP. If the numbers are different, please update the AUP with the number of the returned device, mark the AUP with RETURNED and date
 - c. ask the student to pack the device back in the bag and place in a box
 - d. each box will take 8-10 tablets including its carrier bag
 - e. once a box is filled in, write the school name on the box
 - f. Kindly store each box in a secure place for eventual collection by MFED staff.

Sincere thanks to all for your help and collaboration in the smooth running of this process.