



LETTER CIRCULAR

Date: 5th October 2021

Ref: DDLTS 29/2021

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

From: Director, Directorate for Digital Literacy and Transversal Skills

Subject: Continuation of One Tablet Per Child: Phase 6

Heads of School are kindly requested to bring this Circular to the attention of respective SLT members and year 4 teachers in their school.

The new tablets under the scheme One Tablet Per Child (OTPC) will be distributed by the **22nd October 2021** to all schools. Every school will be communicated the date of delivery.

As previous years, schools are kindly asked to indicate the SLT contact person for OTPC by filling in this form by 8th October 2021: <https://forms.office.com/r/fWzf9mj4zm>

Note for SLT and Teachers

Schools are advised to send the Acceptable Use Policy (AUP) and GDPR document to Year 4 parents/guardians. The AUP should be signed by the parents and returned to the school by not later than **22nd October 2021**. Once tablets are delivered to school, you may distribute them to the students. Tablet inventory number should be written down on pages 4 & 5 of the AUP and on the online school tablet inventory.

Please note that the signing of the AUPs is mandatory.

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

Suggested Procedures for Distribution of Tablets:

1. Update the online school tablet inventory for years 5 and 6 before the new intake of tablets arrives
2. AUP and the GDPR regulations (both attached) are printed and distributed to students by the school
3. Ask parents/guardians to read AUP, fill in and return the last page only. This page is returned to the teacher and kept by the school



Once the new tablets for Year 4 are received by the school:

1. Confirm that the number of tablets given to each class corresponds to the official student list and report any discrepancies to ict.support@ilearn.edu.mt
2. Students confirm that they have all the items in the tablet case: tablet with cover, stylus, extra battery, cleaning cloth, charger, shoulder strap. Report any missing items to ict.support@ilearn.edu.mt
3. Update the online school tablet inventory
4. Parent information sessions will be organised by DDLTS in November 2021

A separate circular will be issued in the coming days with the respective dates of distribution. Digital Literacy HODs (State) and Avantis personnel (State and Non-State) will be available to help and support as need be. For any clarification contact us on 2598 1564/5 or via email digital-literacy@ilearn.edu.mt.

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