








 <b>EXAM READER PEN (referred to as Pen)</b> <b>Acceptable Use Policy (AUP)</b> 	
 <b>RESPONSIBILITY</b>   <b>TRUST</b>	<p><b>Purpose &amp; Scope</b></p> <ul style="list-style-type: none"> <li>❖ Outline the acceptable use of the Pen;</li> <li>❖ Protect students and provide maximum benefit of using the Pen;</li> <li>❖ This AUP can be revised anytime at the discretion of the Ministry for Education, Sport, Youth, Research and Innovation (MEYR) Parents/guardians will be requested to sign for any amended terms;</li> <li>❖ MEYR and the School Administration shall not be held responsible for any damages.</li> </ul> <p><b>Caring for the Exam Reader Pen and User's well-being</b></p> <ul style="list-style-type: none"> <li>❖ Instructions are available online as follows:              English Tutorial - <a href="https://youtu.be/n6K02HBxPr0">https://youtu.be/n6K02HBxPr0</a>              Maltese Tutorial - <a href="https://youtu.be/OwLb3byMdkI">https://youtu.be/OwLb3byMdkI</a></li> </ul>
	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>❖ Parents/guardians (on behalf of students) must sign the AUP before the Pen is given;</li> <li>❖ Both parents/guardians and students should be responsible for their Pen at all times whilst in their care, as per AUP.</li> <li>❖ The Pen remains the property of MEYR;</li> <li>❖ Students have the right to use the Pen on loan basis from Year 9 to Year 11 exclusively for learning purposes as recommended by the Reading Pen Board (RPB).</li> </ul>
	<p><b>Good educational use</b></p> <ul style="list-style-type: none"> <li>❖ It is an educational tool to further enhance students' abilities;</li> <li>❖ Students should bring the charged Pen to school every day. They will be penalised if they leave the Pen at home;</li> <li>❖ It should be used and charged safely, as per instructions manual;</li> <li>❖ It should always be carried in its protective case.</li> </ul>

 Do's	<ul style="list-style-type: none"> <li>❖ Carefully insert external devices into the Pen, to prevent any damage;</li> <li>❖ Check battery level and if need be charge the Pen overnight in preparation for use at school;</li> <li>❖ Use a label/tag to identify your case;</li> <li>❖ Keep Pen in its protective case when travelling and store in a safe place when not in use;</li> <li>❖ Always use on a book/printed material placed on a flat surface;</li> <li>❖ Hold comfortably and take frequent breaks during prolonged use to prevent injury;</li> <li>❖ Power off the device during breaks;</li> <li>❖ Clean using a lint-free, non-abrasive cloth.</li> </ul>
 Don'ts	<ul style="list-style-type: none"> <li>❖ Do not place heavy objects on the Pen;</li> <li>❖ Do not drop or damage;</li> <li>❖ Avoid eating and drinking while using the Pen;</li> <li>❖ Disassembling, hacking and tampering with hardware, software, case and accessories is prohibited;</li> <li>❖ A fully charged Pen should not be left connected to AC power;</li> <li>❖ Completely discharging batteries should be avoided;</li> <li>❖ Pens should not be subjected to extreme heat or cold or liquids;</li> <li>❖ The film protector, if any, should not be removed from the screen.</li> </ul>
	<p><b>Reporting &amp; Replacement</b></p> <ul style="list-style-type: none"> <li>❖ Any technical issues must be reported to MITA on 25992777 during normal office hours. i.e. September – June from 7.45hrs to 17.15hrs excluding public holidays;</li> <li>❖ If you change school please inform school administration;</li> <li>❖ <b>Theft, loss or damage</b> of the Pen and/or its accessories must be reported without delay to the School Administration;</li> <li>❖ <b>No replacement</b> will be made in the event of an accident or theft;</li> <li>❖ Request an extension to use Pen for exams.</li> </ul>
	<p><b>Return</b></p> <ul style="list-style-type: none"> <li>❖ The Pen and its accessories must be returned in good working condition to the School Administration when:           <ul style="list-style-type: none"> <li>- <i>At the end of Year 11;</i></li> <li>- <i>Moving to an Independent school;</i></li> <li>- <i>Moving abroad;</i></li> <li>- <i>No longer recommended by the Reading Pen Board (RPB).</i></li> </ul> </li> <li>❖ The School Administration should always be informed of any change as indicated above.</li> </ul>