



LETTER CIRCULAR

Date: 5th May 2022

Ref: DDLTS 16/2022

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

From: Director, Directorate for Digital Literacy and Transversal Skills

Subject: Tablet Collection (Non-State) 2022

We would like to inform you that shortly we will be delivering empty boxes to your respective schools for the annual tablet collection procedure.

The empty flat packed boxes will be delivered to your schools between the 3rd and 10th of June 2022.

Kindly store the empty boxes at your premises until the tablet collection date.

Tablet collection will be scheduled between the 13th and 24th of June 2022.

The following are recommendations to organize collection in an efficient manner:

- The school can organize the collection of tablets in a manner which is most appropriate for each school (e.g., scheduled over several days, by appointment, etc.).
- 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.
- The boxes are to be labelled on the side, with the school's name and number of devices in the box.
- AUPs of the returned tablets need to be marked as RETURNED.
- Update your inventory and send the list to digital-literacy@ilearn.edu.mt
- **Note is to be taken of students whose tablet is not returned by the end of this process.**
- Boxes will also be provided for the faulty tablets presently being kept in schools' stores.
- Boxes with faulty tablets are to be marked in RED as on the side of the box.
- All boxes should be left in a secure place for pick up by MEYR staff.
- MEYR 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:

- Organize the AUPs by class.
- Prepare the boxes so that the students can place the device directly in the box.
- Write down the name of school on the side of each box.
- When the student returns the device, please ask the student to:



1. open the tablet bag to ensure the device is being returned
2. ask the student to show you the device number at the back of the device. This should match the inventory number on the AUP.
3. if the numbers are different, please update the AUP with the number of the returned device, mark the AUP with RETURNED and date
4. ask the student to pack the device back in the bag and place in a box
5. each box will take 8-10 tablets including its carrier bag
6. once a box is full, write the school's name on the box
7. Kindly store each box in a secure place for eventual collection by MEYR staff.

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

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