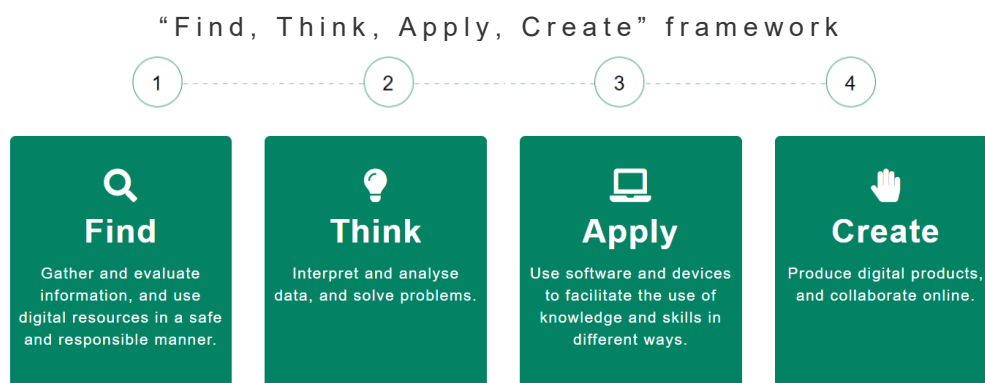# SMSS PLD Handbook

As part of the National Digital Literacy Programme, all Secondary School students are equipped with a Personal Learning Device (PLD). The PLD is an important enabler for the acquisition of digital literacy. It improves access to digital learning resources and promotes self-directed and collaborative learning. Most importantly, it provides an immersive environment that facilitates the acquisition of dispositions, knowledge and skills to thrive in the digital environment.

This **SMSS PLD Handbook** provides students with the information they need for effective and safe use of the PLDs.

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I   **The National Digital Literacy Programme (NDLP)**

In an increasingly digitized world, it is essential to equip students to thrive in a digital society and take on jobs of the future. The National Digital Literacy Programme (NDLP) was launched in 2020 to support students in the acquisition of digital skills at different stages of their education journey. Development of these digital skills is guided by the 'Find, Think, Apply, Create' framework.
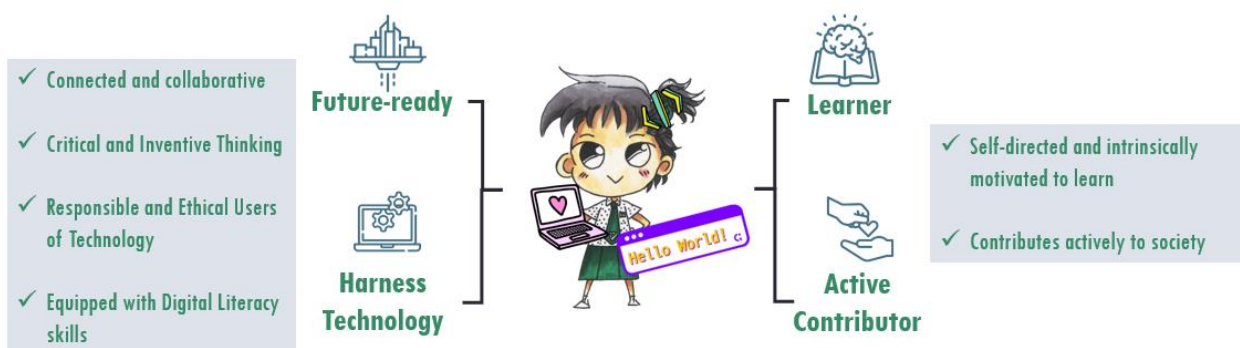
"Find, Think, Apply, Create" framework

Find	Think	Apply	Create
Gather and evaluate information, and use digital resources in a safe and responsible manner.	Interpret and analyse data, and solve problems.	Use software and devices to facilitate the use of knowledge and skills in different ways.	Produce digital products, and collaborate online.

II   **SMSS NDLP Vision**

NDLP @ SMSS is aligned to the school's vision. Through NDLP, the school hopes to see the students grow into individuals who possess the qualities of future-ready citizens who harness technology to realise the schools' values and grow as champions of change, who lead with their hearts and touch lives.

SMSS NDLP Vision

Future-ready learners who harness technology to contribute actively to society.

✓ Connected and collaborative

✓ Critical and Inventive Thinking

✓ Responsible and Ethical Users of Technology

✓ Equipped with Digital Literacy skills

Future-ready

Harness Technology

Learner

Active Contributor

✓ Self-directed and intrinsically motivated to learn

✓ Contributes actively to society

Hello World!

III   **ICT Acceptable Use Policy**

The policies, procedures, and information within this document apply to the ICT resources [including all Personal Learning Devices (PLDs)] owned, managed and/or brought in for use at SMSS by students, staff, or visitors/guests. ICT resources include but are not limited to computer accounts, servers, disk storage, software, email, public folders, school network, internet, and personal devices (e.g. Chromebooks and mobile phones).

Overview

In St Margaret's Secondary School, technology is incorporated into our teaching and learning processes to engage our students and to make learning more meaningful for them. All students are responsible for using their Personal Learning Devices (PLDs) and infrastructure (including computers, networks and Internet services) in an effective, ethical and lawful manner.

Students are also reminded that the use of PLDs, networks, and internet services is a privilege, and not a right. Compliance with the school's policies and rules concerning PLDs use is mandatory. Students who violate these policies and rules may have their PLDs privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal actions.

The school shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and other pertinent factors.

All policies, rules and expectations concerning student conduct and communications apply when students are using their PLDs. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using their own PLDs or the school's computers in school.

The school's policy and rules concerning PLDs, computer and internet use also apply to use of mobile devices such as smartphones and tablets.

General Guidelines

1.   Users shall use the ICT resources according to the purpose for which they are provided, which is for the administrative, communication, teaching and learning activities in SMSS. Personal use for entertainment such as gaming and engaging in social media platforms is strictly prohibited.
2.   Users shall not engage in any activities relating to the use of the ICT resources that will be in violation of the laws of Singapore on computer misuse. Students must report deviation or infringement of this set of policy should they come across any. Some examples of such illegal uses are:
      (i)   Unauthorised access to, modification or interception of computer programmes or data;
      (ii)   Downloading, distribution, sharing or storing of seditious, obscene or pornographic materials;
      (iii) Infringement of any copyright and intellectual property right.
3.   Users shall use only software that meets legal requirements, such as having valid licenses.
4.   Users shall not use, modify or adapt ICT resources for commercial purposes or financial gains
5.   Users shall not use their accounts for any illegal or unethical activities. These include cyber-bullying, posting online remarks that are racially and religiously insensitive, vulgar

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and/or offensive statements, disruptive of public order and intentionally causing emotional distress/harm to others.

6.   Users are expected to use appropriate language/material in the creation/storage/transmission of content and to remain courteous and polite (observe netiquette) in all online interactions.

7.   Users shall immediately report any violations or suspected violations of laws or policies as well as any loopholes or potential loopholes in the security of the PLDs to the ICT Department.

Internet Access and Usage

8.   Users shall not tap on any unsecured network for internet access.

9.   Users shall be discerning when accessing websites. They shall avoid websites of unknown or disreputable origin.

10. Users shall be responsible for all content that they upload, post, email, transmit or make available via the school network.

11. Users shall not upload or download, send or post, enter or publish any content to the internet that is:
     (i)   confidential, distasteful or prejudicial to the good name of the school.
     (ii) against the public interest, public order, national interest, racial and religious harmony , or which offends good taste or decency, or is otherwise indecent, obscene, pornographic or defamatory.
     (iii) objectionable or illegal under the Singapore Law.

Responsible Use of PLDs

12. Students shall bring and use only school-approved PLDs. The PLDs include the school selected device as well as students' own devices that have been approved for use as a PLD by the school and installed with the DMA. Aside from the PLDs and their own personal mobile device (mobile phones), no other personal devices are allowed to be brought to school.

13. The PLDs are intended for daily use at school. Students shall be responsible for bringing their PLDs to class and lessons, unless specifically advised otherwise by their teachers.

14. Students are responsible for their own PLDs at all times. This applies to the backpacks or book bags that contain their PLDs.

User Accounts

15. Account ID and Passwords
     (i)   Users are responsible for the security of their account IDs and passwords. Account IDs and passwords should not be shared with anyone.
     (ii) Users are responsible and accountable for all activities conducted via their own account.
     (iii) Users shall not use school provided systems and accounts for any online transactions (i.e. buying and selling of goods and services).

16. Email accounts
     (i)   Users shall confine their use of school email account only for learning purposes. The school email account should not be used to subscribe to any external parties that are not related to learning.
     (ii) Users shall not forward messages containing general appeals or warnings like 'virus warnings', 'request for help', by mass mail or otherwise.
     (iii) Users shall not forge the identity of or impersonate another person in an email.

(iv) Users shall not knowingly transmit by email any harmful or malicious content (e.g. viruses) or any other content or material that may otherwise violate the civil and criminal laws of Singapore.

(v) Users shall not flood an individual, group or the email system with numerous or large emails.

IV **Taking care of your PLD**

Secure:
1. Tag or label your PLD and customise your desktop background and screensavers for easy identification. Ensure that the desktop background and screensaver used are appropriate for school.
2. Keep a record of the serial number of your PLD. This will be needed of the PLD is reported lost.
3. Ensure that your PLD is always with you or under the care of a trustworthy person when you are not able to care for the PLD yourself.
4. Ensure that your PLD is locked up in class when you leave for recess or for classes where the use of PLD is not required.
5. Do not loan your PLD to another person as you are fully responsible for the PLD and the activities that it is used for.
6. Take the PLD home with you every day and never leave the PLD unattended in school.

Protect:
1. Store and carry your PLD in a padded bag or a protective case specially made for PLDs. This is to avoid accidental damage to the PLDs.
2. Hold your PLD with both hands when carrying it without the padded bag.
3. Ensure that your PLD is kept away when you are having food and drinks to avoid spillage that could damage the PLD.
4. Ensure that your PLD is kept away from direct sunlight or near flames to prevent heat damage.
5. Avoid placing other objects such as schoolbags, textbooks and water bottles on your PLD as this could cause damage to the device.
6. Close the screen gently and avoid poking the screen with sharp objects or a normal pen. Use only dedicated stylus for writing on the screen.
7. Use your device on flat surfaces so as to prevent it from slipping and falling to the ground.
8. Handle the keyboard and trackpad gently.
9. Make sure there is nothing on the keyboard before closing the lid as these items can crack the screen of the PLD.
10. Clean your device with a soft, dry cloth and only apply a small amount of pressure during cleaning.
11. Ensure that peripherals (eg: removable storage and charging cables) are compatible and are inserted gently into the available ports.
12. Do not store the device with the screen open as the exposed screen can be easily damaged.
13. Shut down the PLD when not in use to conserve battery life.

V   **PLD Charging Policy**

Charging of PLD in school grounds is NOT permitted. Students are to come to school with their PLDs fully charged.

Under situations where a student's PLD is not able to function during lesson, the student should consult the subject teacher who could make arrangements for the charging of the device or the loan of a school-owned device for the affected student.

VI   **PLD Loan Policy**

The school provides loan of devices.

Long Term Loan
Long term loan is provided to students whose devices are under repair. The student may hold on to the loan PLD until her own PLD is repaired and returned to school. The student will be informed via email when her device is ready for collection and she must return the loan PLD when she collects her own device.

Daily Loan
A daily loan of PLD is possible for students whose devices do not meet the technical requirements for software and applications identified for a specific learning activity. This is likely when the student is not using the school recommended device. In these situations, the subject teacher will inform the SMSSPLD Service Centre of the requirement and the students could then collect the loan PLD from the PLD Service Centre. The loan PLD must be returned before 3 pm on the same day.

Students must complete and submit loan forms for the loan of devices for daily as well as long term loans.

VII Key Learning Resources

System	Ministry of Education's Centralised ICT Systems (MOE Systems)	Student Learning Space (SLS)
Provision	The MOE Systems include Student iCON (Google Suite for Education), Zoom and Microsoft Pro Plus Students can look forward to the following for their learning: 1) Apps for efficiency in management of learning and for productivity 2) Communication and collaboration platforms for interactive learning and enhanced engagement 3) Cloud meeting platform for synchronous lessons and discussions	The SLS is the main teaching and learning system used in schools. Students can look forward to the following for their learning within and beyond the classroom: 1) Curriculum-aligned lesson activities to empower independent learning 2) Interactive resources to enhance engagement in learning; and 3) Communication platform for students to receive feedback from their teachers on work they have completed on SLS.
Access	Zoom and Microsoft Pro Plus will be installed into the students PLDs. Students will be able to access Students iCON at https://workspace.google.com/dashboard or via the link in the school website and SMSS Student Learning Site. The student email addresss is <student_name>@students.edu.sg Example: Student's Name: Tan Mei Ling Email address: tan_mei_ling@students.edu.sg New students will receive their password via their form teacher. They are required to reset their passwords upon first login. Students are expected to reset their passwords regularly to ensure security of their accounts.	Students will be able to access SLS at: https://vle.learning.moe.edu.sg/login or via the link in the school website and SMSS Student Learning Site. The userid is the first 5 letters of student's name and the last 5 characters of her NRIC Example: Student's name: Tan Mei Ling NRIC: T1234567A Userid: TANME4567A Students are required to register their Student iCON email address to facilitate password reset. New students will receive their password via their form teacher. They are required to reset their passwords upon first login. Students are expected to reset their passwords regularly to ensure security of their accounts.

VIII   **Other Resources**

Resource	URL	QR Code
SMSS Student Learning Site	https://go.gov.sg/smsslearningsite	https://go.gov.sg/smsslearningsite
Password Reset Requests	https://go.gov.sg/stmargs-password-reset	https://go.gov.sg/stmargs-password-reset
Troubleshooting Guide	https://go.gov.sg/stmargs-troubleshooting-guideline	https://go.gov.sg/stmargs-troubleshooting-guideline
Weekly Lesson Plans	https://go.gov.sg/smssweeklylessonplan	https://go.gov.sg/smssweeklylessonplan
Technical Guides	https://go.gov.sg/smsstechnicalguide	https://go.gov.sg/smsstechnicalguide

IX   **Support**

Students may obtain technical support for their devices at:

> SMSS PLD Service Centre
> ICT Lab 1
> D01-04-1 (Ground floor)
>
> Opening hours: 9.00 am to 10.30 am, 2.00 pm to 3.30 pm
> (Monday-Friday, closed on Public Holidays)

Services that you could obtain from the SMSS PLD Service Centre are:

- User account support
- Operating System and software configuration support
- System software updates
- Loan of PLDS and power banks
- Coordination of warranty repairs
- Report of loss of devices

Students may also visit Lenovo's Service Centre for urgent repairs of the Lenovo Chromebook 500e 2nd Gen. The Lenovo Service Centre is located at:

> Lenovo Service Centre
> 107 North Bridge Road
> Funan
> #03-19,20
> Singapore 179105
> Opening hours: 11.00 am to 7.30 pm
> (Monday-Sunday, closed on Public Holidays)