



Damai Secondary School

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DSS/2022/009

18 Jan 2022

Dear Parents/Guardians,

Assessment of Suitability of Student-Owned Device to Function as Personal Learning Device

We understand that your child/ward will be using an **iPad** of his/her own as a personal learning device (PLD), rather than a device purchased through the school's bulk tender.

2. To ensure that your child's/ward's device is able to support his/her participation in the school's teaching and learning programme, the school will conduct an assessment on the suitability of the device.
3. Please have your child/ward bring the device to the **ICT room** anytime from Mondays to Thursdays, 2pm to 4pm for the assessment. Your child/ward should also bring along the accessories (e.g stylus and keyboard) to be used with the device.
4. The school will assess the iPad for the following:
 - a. device should not be older than 4 years from manufacturing date;
 - b. battery should hold charge for at least 4 hours;
 - c. comparable form factor and features to school's bulk tender device (e.g. device capable of running iPadOS 15, device speed, device screen size);
 - d. compatible stylus and keyboard.

Installation of Device Management Application (DMA)

5. If your child's/ward's learning device is assessed to be suitable for use as a PLD to support his/her participation in the school's teaching and learning programme, he/she will need to bring the device to the ICT Room for DMA installation. Your child/ward will be informed when he/she should bring the device for DMA installation. The DMA will be installed by the school's DMA Administrator.
6. The installation will be performed in your child's/ward's presence and will take approximately 30 minutes. Please ensure that your child/ward has the necessary passwords to access the device and his/her Student ICON email address and password to allow installation of the DMA.

7. Please take note of the following important points:
- Prior to the installation of the DMA, please ensure that all data (including any software or applications) on the device is properly backed up. The school's DMA Administrator will **not** be performing the backup – you will need to do this separately.
 - The School's DMA Administrator will perform a factory reset on all iPads in order to install the DMA.
8. To proceed with the installation of the DMA, please complete the parent consent form in Annex A and submit it through your child/ward to the school's DMA Administrator on the day of the DMA installation.
9. For further enquiries, please contact the HOD ICT, Mr Loh Yan Xiang, via his email loh_yan_xiang@schools.gov.sg.

Yours faithfully

Chan Wan Siong

Ms Chan Wan Siong
Principal

Annex A: Parental Consent Form for DMA Installation

Parental Consent for DMA Installation

To proceed with the installation of the DMA, please complete this form and submit it to the School's DMA Administrator during DMA installation.

2. By signing below, you agree to the following:
- that I/my child/ward* is responsible for backing up all data, including software and applications, on the device prior to installation;
 - that a factory re-set of the device will be required for iPads. I consent to the device being restored to its factory settings;
 - that I/my child/ward* is responsible for restoring all data, including software and applications, on the device if required and
 - that I/my child/ward will not hold the Ministry of Education, the school or any of its employees liable for any data loss that may occur in connection with the installation of the DMA, or any consequential losses flowing from such data loss.

Name of Student:	
Class:	
Name of Parent/Guardian:	
NRIC of Parent/Guardian:	
Signature of Parent/Guardian:	
Date:	