

Exam Reader Pen

Acceptable Use Policy (AUP) for parents and legal guardians

To be filled in triplicate (copy for Supplier, copy for School & copy for Student)

1. Overview

This Acceptable Use Policy (AUP) by the Ministry for Education, Sport, Youth, Research and Innovation (MEYR) is aimed for parents, legal guardians and students. Hence responsibility, trust and integrity are the guiding principles. MEYR is committed to protecting users from illegal or damaging actions by individuals, either knowingly or unknowingly. **The Exam Reader Pen and its accompanying accessories are the property of the ESF.03.059 - One Tablet Per Child (OTPC) initiative administered by MEYR. In case of loss or damage the Exam Reader Pen will not be replaced.** All Exam Reader Pen users will always follow this AUP and MEYR's applicable policies for the use of technology in education. The Exam Reader Pen is to be used primarily for educational purposes.

2. Purpose

The purpose of this policy is to outline the acceptable use of the Exam Reader Pen. These rules are in place to protect the students and provide guidelines for the best use of Exam Reader Pen.

3. Scope

This policy applies to the use of the Exam Reader Pen. All students using the Exam Reader Pen must be guided towards exercising good judgment in accordance with policies and standards. Parents or legal guardians are responsible in helping the students uphold policies, standards in line with Maltese Laws and regulation.

4. Policy

- 4.1 Parents/legal guardians (on behalf of the students) must sign this AUP upon collection of the Exam Reader Pen from school.
- 4.2 The Exam Reader Pen **remains the property of the Ministry for Education, Sport, Youth, Research and Innovation (MEYR)** who is giving students the right to **use on loan** from Year 9 to Year 11 (not more than three (3) years) for exclusive learning purposes as recommended by the Reading Pen Board (RPB).

The information you supply will be used by the Government of Malta for administrative purposes only within the terms of the Data Protection Act [Chapter 440 of the Laws of Malta]. The personal data contained in this application form shall be processed by the Government of Malta in strict confidentiality and for the purpose it was collected. You have the right to access, rectify, and where applicable, erase any data concerning you. The data collected will be used to administer the project and can be disclosed to third parties authorized by the Ministry who, will be administering the project on behalf of the Ministry. Further details regarding your rights can be accessed on <http://www.digital.edu.mt/>





- 4.3 The Exam Reader Pen and its accessories must be returned in good working condition to the school in which the pen was received in the following instances:**
- 4.3.1 At the end of year 11 (together with textbooks in case of state schools).
 - 4.3.2 When the student moves to an Independent school or if student moves abroad.
 - 4.3.3 If the Exam Reader Pen is no longer needed as recommended by the Reading Pen Board.
 - 4.3.4 When Exam Reader Pen is not being used.
- 4.4 In case the student moves from one school to another within the State and Church sectors, the Exam Reader Pen can be transferred with the student. The parents/legal guardians are to inform the Key person of the old school and the new school on the transfer of the Exam Reader Pen. Such transfer needs to be recorded in the AUP and supplier informed accordingly for inventory purposes.
- 4.5 The Key Person of the outgoing (old) school needs to inform the incoming (new) school and document any change indicated under 4.3 – 4.4 above that takes place, keeping in copy the Reading Pen Board (RPB) for auditing purposes.
- 4.6 The parents/legal guardians and the student are responsible for adherence to this AUP outside school hours. The parents/legal guardians must explain, in simple language, the clauses of this AUP and convey its spirit to the student receiving the Exam Reader Pen.
- 4.7 This AUP can be revised anytime at the discretion of MEYR. Prior notice will be given to parents/legal guardians of such changes, who would be requested to sign for the amended terms.
- 4.8 The Ministry for Education, Sport, Youth, Research and Innovation and the School Administration shall not be held responsible for any damages suffered.
- 4.9 This AUP is always subservient to the Laws of Malta.

5. Good educational use

- 5.1 The Exam Reader Pen is primarily an educational tool and should be used as such. The Exam Reader Pen is a text-to-speech device and an educational aid that helps students to read. The main focus is using the Exam Reader Pen to support literacy, numeracy and digital literacy, though other educational aspects shall not be left out.
- 5.2 The Exam Reader Pen is a device that should complement and supplement educator interventions and other forms of technology.
- 5.3 The Exam Reader Pen should be used safely for education purposes.
- 5.4 Students, parents and educators are given access to tutorials and training for the beneficial use and good care of the exam reader pens.

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- 5.5 Feedback by students shall be submitted annually by May of each scholastic year, as requested by the RPB for assessment purposes.
- 5.6 Such feedback will be used to determine how useful or not the exam reader pen is for the respective students. The student may be asked to return the Exam Reader Pen when he/she is not fully benefitting from such tool.

6. Caring for the Exam Reader Pen and the User's health

- 6.1 It is important that parents/legal guardians read well all the manual's instructions and promote the Exam Reader Pen care as recommended in the same instructions.
- 6.2 When students leave their Exam Reader Pen at home, educators or Senior Leadership Team (SLT) have the right to give a warning in the same way as when students leave other learning resources such as books at home.
- 6.3 Students are expected to bring to school an adequately charged Exam Reader Pen on a daily basis. Charging should always be done in a proper manner, following the manual's instructions and safeguarding health and safety at all times. Parents/legal guardians can help students by setting up a charging station that will help the student easily charge the device and remember to bring it to school the next day so all lessons can be followed without disruption. Completely discharging batteries should be avoided. On the other hand, fully charged Exam Reader Pens should not be left connected to AC power.
- 6.4 Students should not place heavy objects on the Exam Reader Pen and avoid cluttered desks to prevent dropping the Exam Reader Pen or other damages.
- 6.5 Students and their parents/legal guardians are responsible for their Exam Reader Pen at all times. The Exam Reader Pen should be kept in the protective case in a safe place when not in use. The film protector, if any, should not be removed from the screen.
- 6.6 Students should avoid eating and drinking while using the Exam Reader Pen.
- 6.7 The Exam Reader Pen should be used to scan book/printed material which are placed on a flat surface. The Exam Reader Pen should be held comfortably in the hands to minimise the risk of repetitive strain injury.
- 6.8 Students are to take frequent breaks if prolonged use is required. Students should power off the device during these breaks.
- 6.9 Only lint-free, non-abrasive cloths should be used to clean the Exam Reader Pen. Other types of cloths should be avoided.
- 6.10 Parents/legal guardians must ensure that the use of the Exam Reader Pen does not affect the user's established healthy lifestyle, including sleep, study, and recreational patterns.

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- 6.11 Students should use a tag/label to identify their carry case. A small sticker can be fixed to the Exam Reader Pen to identify its owner.
- 6.12 Ports, connectors, USB device, and cables must be inserted carefully into the Exam Reader Pen to prevent damage.
- 6.13 Exam Reader Pen should not be subjected to extreme heat or cold or exposed to liquids.
- 6.14 Disassembling, hacking and tampering with hardware, software, case and accessories is prohibited.
- 6.15 Students and Parents should report any movements, loss or theft of the Exam Reader Pens to enable maintain updated records of these devices.
- 6.16 Technical issues related to the Exam Reader Pen must be reported to the service call centre on 2093 5000 and the parents/legal guardians will be contacted for further instructions by the supplier.
- 6.17 Exam Reader Pen will **only** be replaced if the fault is under warranty. If the device is replaced, it is important that the school administration is informed. The parent will need to acknowledge the change of device on the AUP document provided by the supplier. Broken pens due to negligence or accidents will not be replaced.

7. Damage/loss and replacement

- 7.1 Theft, loss, or damage of the Exam Reader Pen and/or its accessories must be reported immediately and without delay to the school authorities as per standard procedures.
- 7.2 If the device is stolen, the parents/legal guardians will also immediately inform the police and pass on the crime report number to the school.
- 7.3 The parents/legal guardians understand that in the event of an accident or theft that takes place whilst the device is signed out to their care, **no replacement** will be made.
- 7.4 The school is not responsible for any damages that are beyond warranty cover and in these cases the Exam Reader Pen will not be replaced.

8. Responsibility

- 8.1 By signing this agreement, the parents/legal guardians/students agree to take full responsibility for the loaned Exam Reader Pen device issued to the students and confirm to have read and understood the conditions and responsibilities of the agreement.
- 8.2 The parents/legal guardians and students understand they are responsible for the device at all times whether inside or outside school premises.
- 8.3 In case of damage or loss the parent/legal guardian and student must understand that the Exam Reader Pen will **not be replaced**.

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Keep pages 1-4

Fill in page 5 and return it to school.

Please return only this page to school upon collection of Exam Reader Pen

Signatures

I as a parent/legal guardian have read, understood and agreed to abide by the terms and conditions stipulated in this policy and to take full responsibility of this device entrusted to me on loan.

Device Asset No _____ Device Serial No _____

Returned on _____

The device asset number has been included only for reference purposes.

Name and Surname of student

Year/Class

I.D. number of student

Name and Surname of parent/legal guardian

Signature of parent/ legal guardian

I.D. number of parent/legal guardian

Mobile number

Email address

College and Name of school

Date

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