



MINISTRY OF EDUCATION Trinidad and Tobago

1. Policy Title: eConnect and Learn Programme Policy

1.2 Policy Description

This Policy sets out the policies and guidelines for the eConnect and Learn (eCAL) Programme (also referred to in this document as “eCAL” or “the Programme”). The primary objective of the Programme is to leverage the potential of Information and Communication Technology (ICT) to significantly enhance the Trinidad and Tobago education system through the provision of laptop computers to secondary school students. The first phase of eCAL will be the provision of laptops to students entering Form 1, having successfully completed the 2010 SEA.

Secondary eCAL objectives include building national capacity to effectively utilize ICTs, thereby improving Trinidad and Tobago competitiveness in an international community that is increasingly driven by ICT; and improving citizen access to ICTs, thereby addressing the emerging “digital divide.” eCAL is therefore closely aligned to the following pillars of the Trinidad and Tobago Government’s *Seven Interconnected Developmental Pillars for Sustainable Development*:

- Pillar 1: People-centered development
- Pillar 2: Poverty eradication and social justice
- Pillar 4: Information and Communication Technology
- Pillar 5: A more diversified knowledge-intensive economy

2. Policy Statement:

The Ministry of Education (MOE) believes that basic education should "evolve and nurture an ICT framework designed to enhance, broaden, strengthen and transform learning to develop the learner into a person who is excellence-driven, global in perspective, innovative, ingenious, creative, and prepared to participate fully in the global economy of the 21st Century". Toward

this vision, the Ministry shall empower learners, equipping them for the challenges in the new millennium by improving the quality and efficiency of basic education service delivery through the appropriate, effective and sustainable use of Information and Communication Technology (ICT)

3. Rationale

The Government of the Republic of Trinidad and Tobago (GoRTT) together with the public sector, the private sector and academia, developed the National Information and Communication Technology Strategy for Trinidad and Tobago. A primary focus of the strategy is increasing ICT accessibility to the nation's students, understanding that education is fundamental to meaningful national development. ICT enabled education has proven instrumental in improving the transfer of learning to students as well as in preparing them adequately for working in the Information Age.

The MOE aims to provide the support for meaningful use of technology by students to improve their educational and developmental experience in Trinidad and Tobago. Opportunities must be provided for students to learn and develop holistically, preparing them to be successful in today's global economy, while promoting values of responsibility, respect, civility, collaboration and academic excellence with equity, justice and fairness. Use of ICT expands and enhances teacher practice as teachers are now required to design learning experiences that access wireless learning technologies and diversify classroom practices.

The policies contained in this document represent those required for governing the eConnect and Learn (eCAL) Programme, with particular attention to the context of "ICT in Education".

4. Scope.

This policy applies to:

- 4.1 all students of Form 1 entering secondary school in September of every academic year, as a result of the SEA placement.
- 4.2 those who use and support eCAL such as the parents, teachers, principals, school administrators and officials of the Ministry of Education.
- 4.3 training and professional development of MoE personnel
- 4.4 the use of hardware and software; operations, repair, maintenance, upgrades and replacement thereof.

5.0 Definition of Terms. In this policy, the following definition applies:

5.1 "Information and Communications Technology" (ICT) is the study or business of developing and using technology to process information and aid communication.

5.2 “Computer literacy” is basic knowledge in computer operations. It is the capacity to operate computer hardware and run computer software.

5.3 “Computer-assisted instruction” (CAI) refers to the use of computer as a learning resource to assist students in the totality of their tasks. This supports computer-assisted learning (CAL).

5.4 “Curriculum” refers to all the learning and other experiences that the school plans for its students. It includes the formal or written curriculum, as well as the informal curriculum.

5.5 “21st Century Skills for students” consistent with international best practices are defined as: Creativity and Innovation; Communication and Collaboration; Information Media and Technology skills; Critical Thinking, Problem Solving, and Decision Making; Digital Citizenship; and Technology Operations and Concepts

5.6 “e-Learning” refers to the use of new multimedia technologies and the Internet to improve the quality of learning through access to resources and services as well as remote exchanges and collaboration.

5.7 “Media Literacy” refers to the ability to effectively use a variety of media for communication and learning.

5.8 “Hardware” is a term that refers to the computer equipment and peripherals of the laptop.

5.9 “Software” is used to describe a collection of computer programs, procedures and documentation that perform some task on the operating system to run the hardware.

5.10 Technology resources include but are not limited to the following resources: network, internet, computer hardware, software, electronic mail, digital images and new technologies as they become available.

5.10 User refers to students, teachers, school administrators and all those who are authorized users of the laptops of the GoRTT issued by the Ministry of Education.

6.0 Goal:

6.1 To enhance the learning environment for students in an ever-changing information age;

6.2 To improve the quality of instruction and support the infusion of ICT in teaching and learning and the development of 21st Century skills in students.

6.3 To reduce the inequity in access to computers and information between students from wealthy and poor families;

6.4 To raise student achievement through specific interventions such as improving students' understanding through the use of education software;

6.5 To facilitate the development of collaborative teaching and learning between peers within the school, among schools and between teacher and student.

7.0 Relevant Legislation/Authority

7.1 The Education Act: Section 4 (2a) states as follows: "In addition to the several duties imposed on the Minister in this Act, the Minister shall be responsible for (a) devising a system of education calculated as far as possible to ensure that educational and vocational abilities, aptitudes, and interests of the children find adequate expression and opportunity for development"... and (b) "assisting needy pupils so as to enable them to participate in the facilities offered by the education system."

7.2 The Education Act of 1966: Section 3, 39:01 provides for the Minister to exercise his powers so as to ensure "the effective execution of the education policy of the Government" and "the establishment of a system of education designed to provide adequately for the planning and development of an education service related to the changing needs of the community."

7.3. Computer Misuse Act. Chap. 11:17 of the Laws of the Republic of Trinidad and Tobago.

7.4 The Education (Teaching Services) Regulations 2000, Part VIII Regulation 77
Definition of Misconduct.

8.0 Related Documents/Policies

8.1 The National School Code of Conduct

8.2 Ministry of Education Handbook on the Guidelines on the Use of Mobile Handheld Electronic Devices.

8.3 Ministry of Education Draft Policy for ICT in Education.

8.4 The National ICT Strategic Plan of the Government of the Republic of Trinidad and Tobago.

9.0 Policy

9.1 Principles. This policy is based on the principles of appropriateness, effectiveness and sustainability:

9.1.1 Appropriateness refers to suitability in context. The following variables shall be considered in integrating computer tools into the classroom: (a) goals and objectives to be met; (b) content to be processed or delivered; (c) skills needed to use the computer; (d) hardware and software, and (e) availability of support services. Appropriate use includes instruction, independent study, research, and communications.

9.1.2 Effectiveness refers to the extent to which stated goals and objectives are realized. Effective use of computers in teaching and learning is measured against the goals of the curriculum. When used appropriately, computers are powerful tools that can (a) improve motivation and engagement in the learning process; (b) develop multiple intelligences through multimedia presentation of materials; (c) facilitate comprehension of abstract concepts by making them more concrete; (d) aid in the development basic skills by giving learners opportunities for practice; and (e) promote inquiry and exploration through the use of interactive learning resources.

9.1.3 Sustainability is defined as the extent to which the implementation of this policy will continue after initial project funding or support has ended. Sustainability shall include the following dimensions: economic, social, political, technological, and educational.

9.1.3.1 Economic sustainability refers to the ability of the Government of Trinidad and Tobago through its Ministry of Education to finance the one-laptop per child programme over the long term.

9.1.3.2 Social sustainability is a function of community involvement. The success of Student Laptop Program shall depend in part on the extent of buy-in from parents, political leaders, business leaders, and other stakeholders. Ultimately, those who will use the computer, or who will in some way be affected by its use, must accept it as necessary and desirable.

9.1.3.3 Political sustainability revolves around issues of policy and leadership. When this program is introduced in schools, teachers, school and district administrators must be prepared to manage the change processes involved, including the identification of the requirements for successful adoption both at the level of policy and of implementation.

9.1.3.4 Technological sustainability involves choosing technology and designing an integrated technical architecture to use it efficiently and economically over the long term.

9.1.3.5 Educational sustainability is a function of the effectiveness of computer-supported pedagogical practices in facilitating the achievement of curricular goals, and the extent to which these computer-supported practices have been institutionalized.

9.2. Assignment of Laptop.

9.2.1 The Ministry of Education shall provide (i) every Form 1 student, entering secondary school as a result of SEA placement with a laptop as an instructional tool for use in school and at home for the period of his/her secondary education; and (ii) teachers with access to a laptop taken from the laptops assigned to schools for use as an instructional tool in school.

9.2.2. Students' laptops shall be labelled in the manner specified by the school. Laptops can be identified in the following ways: (i) record of serial number; and (ii) individual user account name and password.

9.2.3 Students who withdraw, are suspended or expelled, or have terminated enrollment for any other reason shall return their laptop computer on the date of termination to the principal or his/her representative of the school.

9.2.4 Students moving from one government or government-assisted school to another will retain their allocated laptops. However, if a student leaves school before the end of Form Five or moves overseas, parents will be required to return the student assigned laptop to the principal of the school. **MOE RESERVES THE RIGHT TO TAKE ACTION AGAINST A PARENT WHO FAILS TO ABIDE BY THIS POLICY.**

9.2.5 Students shall be responsible for bringing their laptop to all classes, unless specifically instructed not to do so by their teachers. Conversely, students will be held accountable for not bringing their laptops to class.

9.2.6 Only GoRTT issued laptops will be utilized for classroom instruction to insure uniformity and cohesion.

9.2.7 Removal of Teacher assigned laptops from school shall be governed by the existing MOE Removal of Equipment procedure with the approval of the Principal.

9.2.8. Students shall be responsible for reporting loss or damage of their laptops to the school principal immediately.

9.3 Use of laptops.

9.3.1 A laptop is intended for use as an instructional tool, curriculum tool and for research and communication. Its use shall be consistent with the mission, goals and objectives of the school along with MOE policies and laws and regulations of the Government of the Republic of Trinidad and Tobago. Use of the laptop for anything other than the teacher-directed or

approved activity shall not be allowed during instructional time unless authorized by the Principal.

9.3.2 All users are responsible for appropriate behaviour on the school's computer network similar to that in the classroom or anywhere on the school grounds.

9.3.4 All users are responsible for the general care of the laptop they have been issued by the school. This includes keeping laptops clean, charged and ready for use.

9.3.6 All users are expected to password protect their laptops by setting a network logon password and keeping that password confidential. If the user fails to keep this confidentiality agreement and any part of this policy and related policies have not been followed, appropriate disciplinary steps as outlined in the National School Code of Conduct will be followed.

9.4 Curriculum and Computer-Assisted Instruction. Curriculum and instruction are at the heart of any educational endeavour as they determine what is taught and how.

9.4.1 The use of computers shall be integrated in subject areas identified by the school - as a springboard, for the development of the lesson, for application and enrichment, as well as in the assessment of learning.

9.4.2 The computers shall be used to enhance learning through computer instruction which shall include the following:—

(i) computer-assisted instruction (demonstration, drill and practice, tutorials, simulations and interactive activities, graphical representations of math equations, collaborative activities and the like);

(ii) resource-based learning (which involves the achievement of both subject and information literacy objectives through exposure to and practice with diverse resources, making students active learners); and

(iii) collaborative learning (in which learners communicate and work with their peers both inside the classroom and across classrooms and schools in projects designed to solve real-world problems through the application of subject-specific knowledge and skills).

9.5 Training and Professional Development. Training and professional development of teachers and administrators are fundamental components of a successful laptop program.

9.5.1 The Ministry of Education shall provide training and professional development to teachers and administrators not only on technical skills but also on curriculum integration.

9.5.2 The Ministry shall provide technical information about laptop computers as well as an explanation of the eConnect and Learn Policy established for laptop use and care to parents/guardians.

9.5.3 Parents and/or guardians shall be sensitised in the following areas: (i) Basic computer literacy; (ii) Effective use of ICT in Education to promote 21st Century Skills; (iii) Media literacy; and (iv) Child Online Protection and Cyber-security.

9.6 Parental Involvement. In alignment with the MOE focus on school-based management, it is recognized that parents shall play a vital role in encouraging and guiding their children towards the achievement of 21st Century Skills.

9.7 Miscellaneous Provisions:

9.7.1 The assigned laptop and its software, as provided by the Ministry of Education through its schools, is not transferable by users and terminates when the student is no longer enrolled in the school.

9.7.2 All users must be aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. The National School Code of Conduct, with particular reference to the Technology and the Internet and the Use of MOE Owned or Supplied Computers, shall be applied to student infractions.

9.7.3 Access to the school's internet services during vacation periods shall be facilitated provided that staff, either an IT technician or school administrator, is available to support student/teacher use which is in line with the educational objective of the student laptop programme.

9.7.4 Laptops will be replaced in circumstances of warranty related breakage or accidental damage supported by a document and where no negligence, carelessness, inattention or disregard for the device is apparent and where no breach of the policy has occurred.

9.7.5 All schools are required to host parent/guardian meetings to inform the parent/guardian community about the programme, school expectations for proper use and care, take home policies and Internet Safety Initiatives as well as the consequences of non-compliance with the MOE Policies at school and at home.

9.7.6 In addition, schools shall share with their community the school's educational goals, and how the student laptop programme supports those goals. Schools shall inform the District NPTA Officer and the Local School Board of these meeting schedules.

10.0 Roles/ Responsibility

10.1 The Permanent Secretary through the Chief Education Officer is responsible for the implementation and management of the eConnect and Learn Programme

10.2 School Supervisors III are responsible for the monitoring and evaluation of the implementation of the eConnect and Learn policies and procedures in all school districts. They will also:

- Monitor and evaluate the implementation of said policies and procedures,
- Supervise the operations of schools in the management of the ICT resources, (student laptops) to support the teaching and learning via school visits, checklists and monthly reports;
- Review School Monthly Reports and prepare District Monthly Summary;
- Make recommendations to Principals for improvement in programme as required;
- Organise teacher training in the use of ICT in teaching and learning and monitor implemented lessons learnt / impact of teacher training;
- Investigate and report on issues / incidents related to the eCaL Programme;
- Collect and review data on the impact of ICT / student laptops on teaching and learning in schools; and
- Conduct annual review of the programme and make recommendations thereon.

10.3 School Supervisors III are supported by **Curriculum Officers** in measuring and collecting data, leading the evaluation of eCaL implementation in the Education Districts and reporting outcomes to the Chief Education Officer.

10.4 Curriculum Officers are responsible for the following:

- Recommend, review and evaluate digital resources to be used in teaching and learning to be used in secondary schools;
- Develop digital resources in collaboration with the Instructional Materials Development Unit, to be used in teaching and learning in secondary schools;
- Monitor and evaluate the use of ICT in the implementation and delivery of the curricula in schools;
- Conduct needs analysis and training for teachers on techniques for teaching specific subject areas using ICT so as to build levels of confidence in the use of ICT;
- Advise and train teachers on techniques for supporting teaching and learning and conducting assessments in specific subject areas using ICT;
- Represent the Ministry of Education on project teams mandated to support the programme;
- Make recommendations to support the programme on facilities, equipment and other materials for effective use of ICT in curriculum implementation in schools; and
- Research new instructional strategies to use ICT to promote teaching and learning in the classroom.

10.5 Principals are responsible for oversight of the implementation of the eCaL policies and procedures in their schools, managing the process, and for reporting their evaluations to the **School Supervisors III**. Principals will:

- Establish good management and accountability practices for the laptops allocated to the school;
- Allocate teachers, schedule time and resources to support the infusion of ICT in teaching and learning;
- Enforce school penalties in relation to students, as required;
- Schedule and conduct sensitization sessions with Parents/Guardians, students and teachers, at least once per term;
- Conduct and record monthly checks on status of laptops, frequency of use by teachers, incidents, repairs, loss;
- Establish the curriculum context to support/encourage the acceptable use of laptops in teaching and learning/the school environment;
- Establish an eCAL Team within the school to support management and use of the learning tools and application of the policies; and
- Submit Monthly Reports on the eCAL Programme as required.

10.6 Vice Principals, Heads of Departments, Deans, in collaboration with School Principals are responsible for the overall day-to-day implementation and monitoring of the Policies and Guidelines of the eCAL Programme. This includes but is not exclusive to the supervision of teaching and learning, student discipline, periodic checks of student use and care of laptops; and liaising with parents and other community stakeholders.

10.7 Subject Teachers are responsible for quality teaching in their classrooms enhanced by eCAL, while making creative use of the resources to develop 21st Century Skills in students. All teachers are required to enforce these policies, and in particular, acceptable use of laptops and the Internet.

10.8 The Parent / Guardian shall be responsible for the proper care, security and use of the assigned laptop by the student, and shall review the eCAL Policy and Guidelines and the National School Code of Conduct with him/her.

10.9 Students are responsible for the care of their laptops, for using them appropriately to enhance their learning. Students are required to abide by the MOE National School Code of Conduct, the eCAL Policy and Guidelines and rules established by the school.

10.10 Strict compliance to this policy is required of all persons involved in the eConnect and Learn Programme, and where this Policy is silent then the requirements of the Education Act and the National School Code of Conduct will apply.

11. Implementation.

11.1 Sessions shall be conducted for all eligible persons (students, parents, teachers, administrators, Curriculum Officers, School Supervisors) pertinent to the Policy requirements.

11.2 The timeline for implementation of this policy should be effective immediately as the policy is made available to all those necessary.

11.3 A Policy Implementation Plan (Appendix 1) is developed.

12. Monitoring and Review:

12.1 Results-based monitoring will occur during all phases of implementation (Inputs, Activities, Outputs, Outcomes and long term Goals).

12.2 A formal monitoring and review will be conducted annually in order to determine whether the policy is relevant and if amendments are needed due to changing GoRTT/MOE policies, procedures or changes in the technology.

12.3 The MOE is responsible for the effective monitoring and evaluation of the eConnect and Learn Programme.

12.4 All stakeholders will be considered in the review of this policy.

13. Effective Date

This policy shall be effective starting school year 2010-2011.

14. Review Date:

This policy shall be reviewed one year after its implementation.

15. Appendices

- Appendix 1: Policy Implementation Plan
- Appendix 2: eConnect and Learn Parent Agreement
- Appendix 3: eConnect and Learn Monthly report
- Appendix 4: Education District eConnect and Learn Monthly Report.
- Appendix 5: eConnect and Learn Replacement request Form
- Appendix 6: eConnect and Learn Guidelines

Approved by:

Date:

APPENDIX 1: ECONNECT AND LEARN POLICY IMPLEMENTATION PLAN



MINISTRY OF EDUCATION Trinidad and Tobago

Policy Title: eConnect and Learn (eCAL) Programme

Contact Officer for this Implementation Plan: Chief Education Officer, Ministry of Education

Action	Responsible Officers	Expected Completion Date	Status
Inform schools of delivery dates	Permanent Secretary	Two weeks after start of school Year.	
Check laptops & assignment to students	School ICT Technicians, Principals & Student Laptop Team	Two - Four weeks after delivery date	
Inform School Principals of Policy	CEO and School Supervisors	One month from Approval Date	
Principals conduct Policy sensitisation with all staff	SS III & Principal	Within 1 week of start of school year.	
Principals conduct Policy sensitisation with all parents	SS III & Principal, Dean, Form teachers.	Within 3 weeks of start of school year.	
Principals to establish School Student Laptop Support Team	SS III & Principal	Within 2 days of start of school year.	
Principals to develop Record System / Asset Management System	Principals & Student Laptop Team	Within six weeks of approval date and after registration of new students	
Parents Sensitisation & signing of Parent Agreement Form	Principals & Student Laptop Team	Within two weeks of delivery and check.	
Monitoring of Laptop Use	School Laptop Team,	From assignment	

by students at school	Principals, Deans, HODs, Subject Teachers, with support from SSIII & Curriculum Officers		
Monitoring of Laptop Use by students at home	Parents with support from school	From assignment	
Monitoring of Laptop use by teachers	SS IIIs, Curriculum Officers, HODs. Principals.	From assignment	
Training for subject teachers	HODs. Principals Curriculum Officers, SS III	From assignment	
Monitoring Repair requests	School ICT Technician & Laptop Team	From assignment	
Submission of Schools' Monthly Return to Districts	School Principals	By beginning of second week of following month	
Submission of Districts' Monthly Return to CEO's office	School Supervisors	By end of second week of following month	
Review policy	CEO, School Supervision, Stakeholder Advisory Group, APPSS, NPTA & TTUTA, other stakeholders	At end of school year	

Appendix 2 – eConnect and Learn Programme Parent Agreement



REPUBLIC OF TRINIDAD AND TOBAGO MINISTRY OF EDUCATION

THIS AGREEMENT is made on the day of 2010 Between

Name of Principal

Principal,, of

Name of School

Address of school

Acting herein and for and on behalf of the Government of the Republic of Trinidad and

Tobago (hereinafter called ‘the Principal’) of the One Part and

Name of Parent/Guardian

Parent/Guardian of(hereinafter called ‘the

Address of Parent/Guardian

Parent/Guardian) of the Other Part.

Whereas the Government has initiated the eConnect and Learn Programme and is desirable to set out the terms and conditions for use of the laptops

And whereas the Parent is desirous of having the Student hereunder participate in the eConnect and Learn Programme the terms and conditions hereinafter appearing in consideration of the child participating

The Parent/Guardian hereby grants permission to the Principal to assign Laptop Serial No .

..... hereinafter called ‘the laptop’ to Student and agrees on behalf

of his/her child/ward to accept the laptop

Name of Student

to support his/her learning while at Secondary school (for the period to

..... pursuant to the eConnect and Learn Programme of Trinidad and Tobago in accordance with the Terms and Conditions detailed hereunder.

TERMS AND CONDITIONS

1. The Parent / Guardian agrees to accept responsibility for the proper care, security and use of the laptop by the student.
2. The Parent/Guardian acknowledges and agrees that the laptop is being provided as an educational tool to assist student learning both at school and at home.
3. The Parent / Guardian agrees to monitor the use of the laptop during out of school use in keeping with the educational intentions of the programme, the eConnect and Learn Policy and the MOE National School Code of Conduct (attached hereto)
4. The Parent/Guardian acknowledges that the use of the laptop is guided by the eConnect and Learn Policy and Guidelines and the National School Code of Conduct: Technology and the Internet, and that he/she will use best efforts to ensure that the child abides by the said policies in the use of the laptop and internet.
5. Laptops that are damaged or lost through neglect, abuse or malicious act may require reimbursement. The Principal will determine whether replacement is appropriate and whether or not the Student would retain access to the laptop for home use in the circumstances or whether the laptop would be confiscated in the event of abuse or misuse.
6. The Parent / Guardian agrees to be financially responsible for repair and / or replacement of the laptop which may be damaged or lost through negligence, neglect, malicious damage or abuse by the assigned user.
7. In the event of suspected theft, theft or loss of the laptop, a report must be made by the Parent / Guardian to the Principal immediately and to the Police within 24 hours.
8. If the Student leaves school prior to completing his/her school period of enrolment, the laptop must be returned to the Principal.

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9. That the laptop is the property of the Government of the Republic of Trinidad and Tobago and as such the Government will undertake to service the warranty requirements and software updates.
 10. Under no circumstances should any attempt be made to reconfigure or upload software on the laptop.
 11. The Parent / Guardian agrees to indemnify and hold the Government harmless in relation to any loss on account of the provision of the laptop herein.

IN WITNESS whereof the Parties have caused this Agreement to be executed in duplicate as of the date first hereinabove written.

Principal..... Date


Parent / Guardian Date

Contact No.


Address:

National Identification No.

Appendix 3: eConnect and Learn Monthly Report

 <p>MINISTRY OF EDUCATION DIVISION OF SCHOOL SUPERVISION</p> <p><i>eCONNECT & LEARN MONTHLY REPORT</i></p> <p><i>To be completed and submitted to the Educational District Office by the 2nd Monday of the following month of the Report Date</i></p>			
Name of School:		Educational District:	Monthly Report for Period: (Month & Year)
Name of Principal:			
School Contact: (Tel.)	(Fax)	(E-mail)	
No. of Students Assigned Laptops:	No. of laptop repair requests: No. of laptop repair requests completed:	No. of incidents in breach of Policy Guidelines:	
No. of Teachers using Laptops in teaching:	Issues / Challenges of Implementation: <i>(Please List)</i>		
Have you any recommendations for improving the Student Laptop Initiative?			
Report Completed By: (name in block letters)	Position	Signature & School Stamp	Date

Appendix 4 : District eConnect and Learn Monthly Report

 <p>MINISTRY OF EDUCATION DIVISION OF SCHOOL SUPERVISION</p> <p><i>DISTRICT eCONNECT & LEARN MONTHLY REPORT</i></p> <p><i>To be completed and submitted to the Division of School Supervision by end of the following month of the Report Date</i></p>				
Educational District:			Monthly Report for Period: (Month & Year)	
Names of School Supervisor IIIs:				
Contact: (Tel.)		(Fax)		(E-mail)
School Name	No. of Students Assigned Laptops:	No. repair requests	No. completed repair requests	No. of incidents in breach of Policy Guidelines:
No. of Teachers using Laptops in teaching:		Issues / Challenges of Implementation: <i>(Please List)</i>		
Did the principals have any recommendations for improving the Student Laptop Initiative?				
Report Completed By: (name in block letters)		Position	Signature & Stamp	Date

Appendix 5: eConnect and Learn Replacement Request Form

**MINISTRY OF EDUCATION
DIVISION OF SCHOOL SUPERVISION**
eConnect and Learn Replacement Request Form

School:	Contact No.	Date:
Laptop Serial No.	Assigned to:	
	Date:	
Reason for request:	Supporting information:	
Briefly outline steps taken to repair/correct problem:		
Recommendation:		
Principal Name:	Signature:	
Date submitted:	School Stamp:	
Resolution:		

Appendix 6: eConnect and Learn Guidelines



MINISTRY OF EDUCATION Trinidad and Tobago

1. Name of Guideline: eConnect and Learn Guidelines

File No. ____

2. Introduction and Scope

The purpose of the eConnect and Learn Guidelines is to identify all the procedures / processes involved in effective implementation of the eConnect and Learn Policy. These guidelines are governed by the Regulations and Policies identified in the Policy and support all areas of the policy and is applicable to all involved in implementation.

3 Definitions

Refer to the eConnect and Learn Policy

4 Guidelines

4.1 Assignment of Laptops

Teacher laptops are issued from the laptops assigned to schools for teacher use and remain the property of the Government of the Republic of Trinidad and Tobago (GoRTT). Teachers are required to adhere to the policy guidelines and National School Code of Conduct and Teacher's Code of Conduct as outlined in the Education Act as well as the MOE Equipment Removal Procedure for use of the laptop out of school.

Student Laptops are assigned as a tool for learning and once assigned, becomes the responsibility of the student for the period of his/her secondary education.

4.2 Acceptable Use

The eConnect and Learn Programme is established with the expectation that all students will accept responsibility for their laptops and use them for academic purposes that are focused, safe and monitored, and all teachers will use the laptop as a tool in teaching. Student access to the school's computers, networks and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals.

In all uses it is the expectation that students and teachers will comply with the eConnect and Learn Policy and abide by the same rules and expectations that govern use of computers and the internet as well as student conduct and communication as outlined in the MOE's National School Code of Conduct: Technology Misuse.

Students are further expected to comply with these rules and all specific instructions from the teacher / supervising staff member when accessing the school's computers, networks and Internet services.

Failure to comply will result in disciplinary action as specified in the National School Code of Conduct and the School Discipline Matrix.

4.3 Security and Storage

All Users are responsible for the physical security and storage of the assigned laptop and must take the following physical security preventative measures:

1. Laptops must not be:
 - a. Left in plain view in an unattended vehicle, even for a short period of time;
 - b. Left in a vehicle overnight; or
 - c. Positioned so that they are visible from outside a ground floor window.
2. When leaving a laptop unattended for any extended period, e.g. lunch breaks or overnight, users must physically secure the laptop by one of the following
 - a. Physically secure it with a cable lock attached to immovable object; and/or;
 - b. Lock it away in a robust cabinet; and/or
 - c. Lock the door of an individually occupied room in which it is kept.
3. A laptop displaying sensitive information being used in a public place, e.g. in a taxi, aircraft or bus, must whenever possible be positioned so that the screen cannot be viewed by others.
4. The laptop must never be left unattended in vulnerable situations, for example public areas such as Shopping Malls and School Courtyards.

The MOE will ensure that each school is provided with the storage capacity in order to adequately comply with the requirements of this policy. Laptops in storage at Schools

must be logged as being in the possession of the school and kept in a locked storage room, the key to which must be held by the Principal or Vice-Principal.

4.4 Loss or Damage

The loss or theft of a Laptop must be reported immediately to the Principal, and Police. The Police will provide the Laptop Recipient with a Police report which must be submitted with the insurance claim.

Accidental damage to a Laptop must be immediately reported to the Principal.

4.5 Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the school related to the violations of the Policy and/or these rules, including investigation of violations

Laptop Recipients must complete an insurance claim if their Laptop is lost, stolen, uneconomical to repair or accidentally damaged.

The principal or delegate is responsible for making an insurance claim for Laptops that are lost or stolen while in the school's possession.

4.6 Replacement

Laptops are to be replaced for manufacturer defect only as stipulated in the Warranty agreement.

4.7 Prohibited Use

The user is responsible for his/her actions and activities involving school computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

4.7.1 Accessing Inappropriate Material

Accessing, submitting, posting, publishing, forwarding, down loading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar,, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;

4.7.2 Illegal Use

Using the school's computers, networks and Internet services for any illegal activity or that violates other school policies, procedures and/or rules;

4.7.3 Violating Copyrights

Copying or downloading copyrighted material without the owner's permission;

4.7.4 Plagiarism

Representing as one's own work any material obtained on the Internet (such as term papers, articles, etc). When Internet sources are used in student work, the author, publisher and Web site must be identified;

4.7.5 Copying Software / Media Files

Copying or downloading software without the express authorization of the system administrator; illegally downloading music, photos, movies or other such files;

4.7.6 Non school related uses

Using the school's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes;

4.7.7 Mis-use of Passwords / Unauthorized Access

- Sharing passwords, using other users' passwords without permission and/or accessing other user accounts;

4.7.8 Malicious Use / Vandalism

Any malicious use, disruption or harm to the school's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

4.7.9 No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The School assumes no responsibility for any unauthorized charges made by students, including but not limited to credit cards charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

4.7.10 No Expectation of Privacy

The school retains control, custody, and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students. ICT Technicians may be required to conduct periodic checks on the laptop as necessary. Students have no expectation of privacy in their use of school computers, including email and stored files. Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

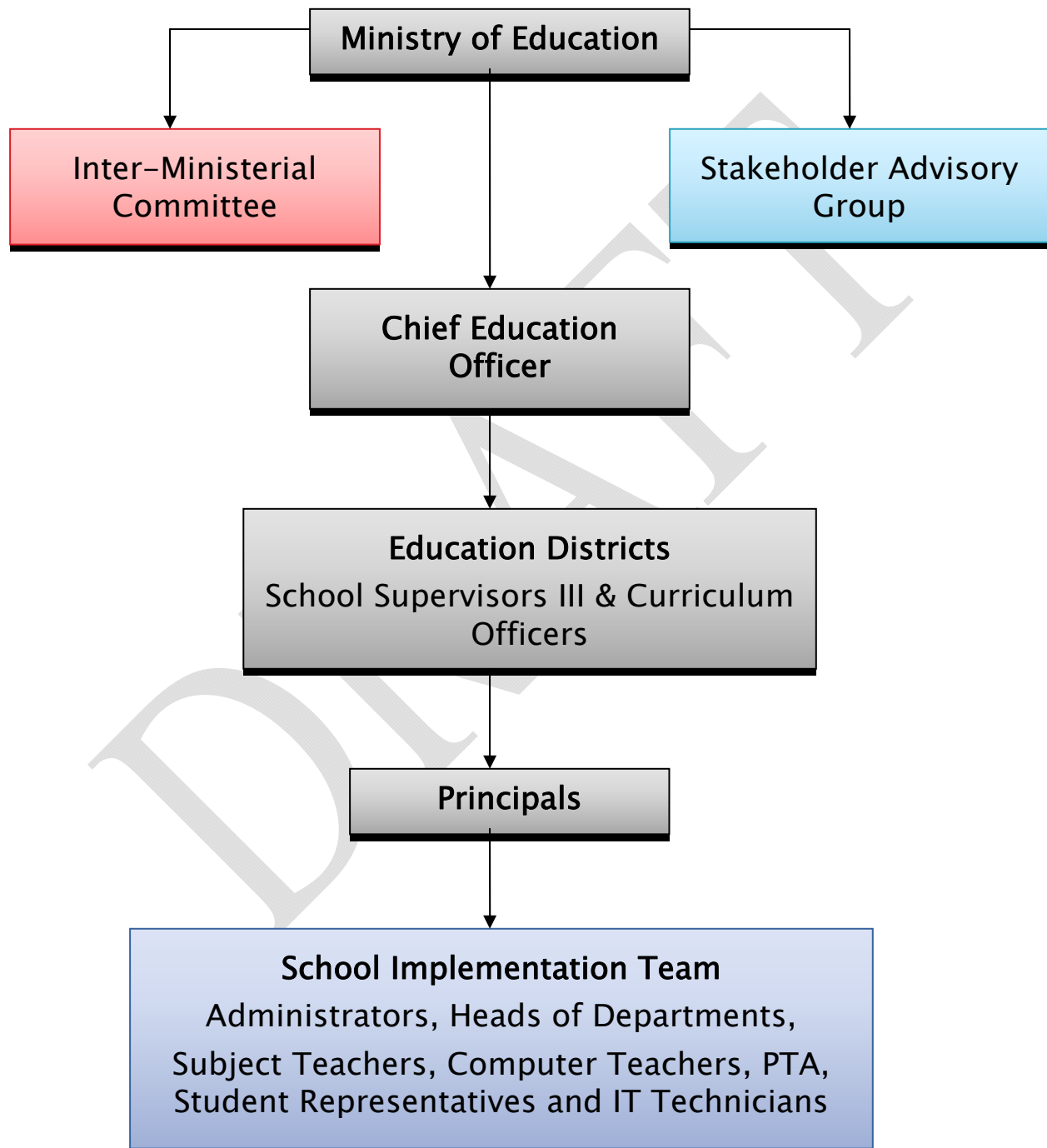
5. e-Waste and Returns

Information pertaining to the proper disposal of e-waste should be included in the school's communications to parents / guardians, students and staff, as well as communicated from the MOE to the general public.

6 .Policy Compliance & Enforcement

-
- 6.1** It is the expectation that all personnel involved in the implementation of the **eConnect and Learn Programme** will review the policy in detail and will adhere to the standards defined herein.
- 6.2** All personnel must be aware that there are consequences for intentional misuse of these resources. Violation of this and other relevant policies may lead to disciplinary action as defined by the governing Public Service Regulations, Education Act, Teacher's Code of Conduct and the National School Code of Conduct.
- 6.3** The Ministry of Education will monitor the use of these ICT resources to avoid any breach of criminal or civil law, with emphasis on meeting the policy objectives and effective use of the eConnect and Learn resources
- 6.4** The Policy will be reviewed at the end of every year or revised as necessary, with wide stakeholder involvement.

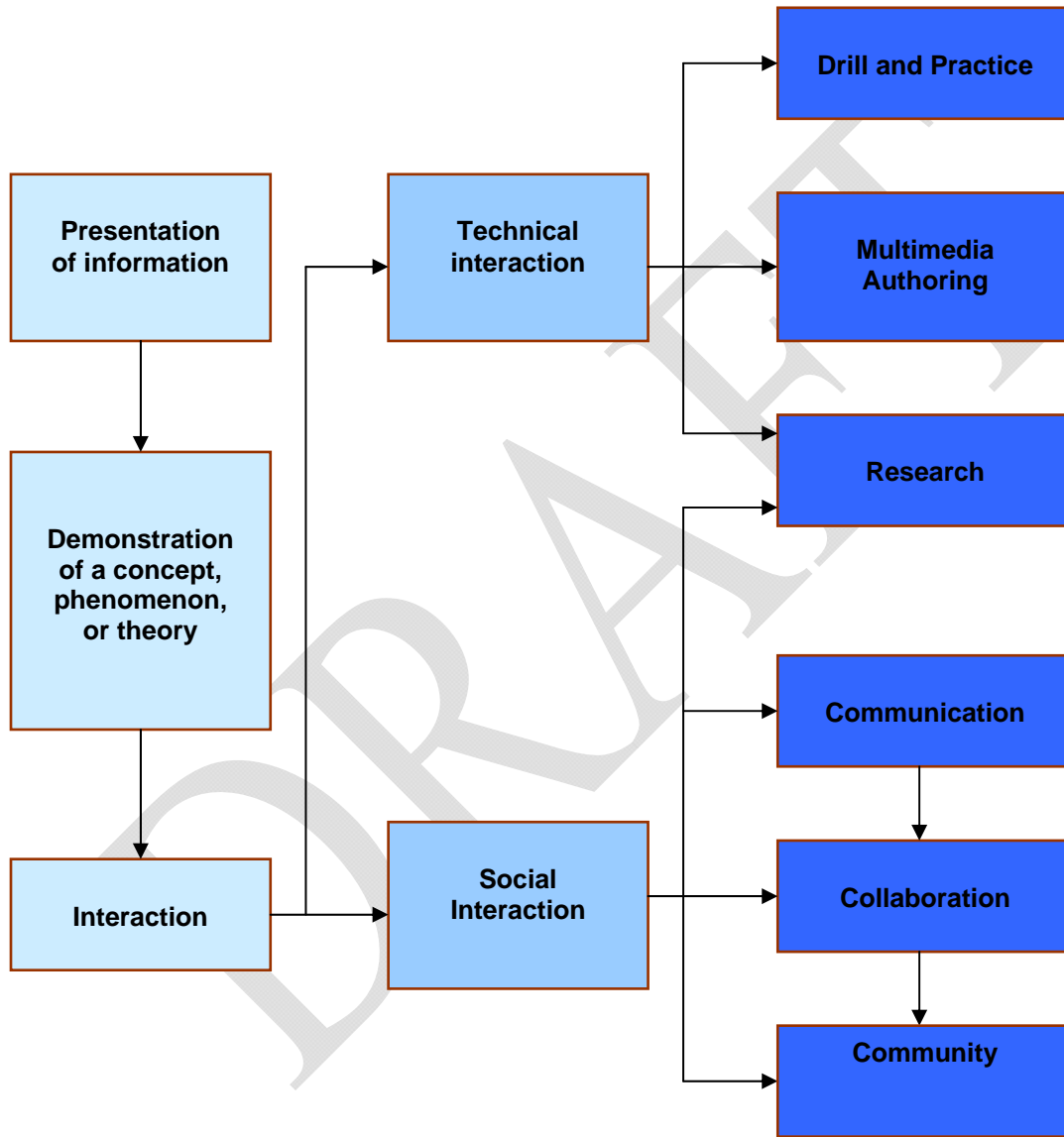
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Figure 1: Governance (Trinidad)

INSERT Figure 2: GOVERNANCE TOBAGO HERE

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Figure 3: Computer-Assisted Instruction



Appendix 7 Extract from the National School Code of Conduct Technology and the Internet

School personnel should use technology and the internet in an appropriate manner. Technology is an integral part of a student's educational experience and must be used in support of education and research consistent with educational objectives. Technology includes, but is not limited to, computers, other hardware electronic devices, software, internet email, all other networks, etc. Student use of technology is a privilege. Students are responsible for appropriate use of all computers to which they have access. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, email, instant messaging, web pages, and use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place off school property (i.e., home, business, private property, etc). Altering the pre-set Ministry of Education software image is prohibited.

A. General Terms and Conditions of Use

1. Transmission of any material in violation of national laws and the Ministry of Education policy, is prohibited. This includes, but is not limited to, the following: copyrighted material, cyber bullying, threatening, violent, obscene, or pornographic material, material protected by trade secret, and uploaded or created computer viruses.
2. Use of technology for commercial activities is prohibited unless explicitly permitted. Commercial activity includes, but is not limited to the following:
 - a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the school will be charged a fee;
 - c. any purchase of sale of any kind; and
 - d. any use for product advertisement or political lobbying.
3. Altering/modifying the original Ministry of Education pre-set software image and/or taking apart the computer for access to internal parts is prohibited.

B Acceptable/Safe Use Policy

The following rules are in effect for all Ministry of Education computers unless otherwise directed by a teacher or administrator:

1. It is the responsibility of each student to ensure that student-loaded files and programmes do not consume hard drive space needed for instructional or educational requirements.
2. School personnel are prohibited from accessing or attempting to access instant messages, chat rooms, forums, email, message boards, or hosting personal web pages during the instructional day. Teachers may authorise students to use internet communication that includes filtered email for instructional purposes only.

3. Pornographic, obscene or vulgar images, sounds, music, video, language or materials, including screensavers, backdrops and/or pictures, are prohibited.
4. Downloading, uploading or importing games, screen animations, as well as programmes or files that can be run or launched as a stand-alone programme is prohibited at all times
5. Downloading, uploading, importing music and videos are allowed outside of school hours, so long as it does not violate copyright law or contain words or images that are pornographic, obscene, graphically violent or vulgar.
6. Illegal use of transfer of copyrighted materials to a school owned computer, including lap tops, is prohibited. Students should only download/import music or materials (files) that they are authorised or legally permitted to reproduce or for which they have the copyright.
7. School personnel are prohibited from playing games during the instructional day unless otherwise directed by a teacher or administrator.
8. File sharing must be approved and directed by the teacher.
9. Headphones may be used during the instructional day with teacher's permission as long as the use does not interfere with the instructional programme.
10. Laptops are to be used for instructional purposes only.
11. Students are not allowed to connect a laptop to ethernet jacks in the school unless instructed by the teacher or administrator.
12. Students shall not deface the laptops in any way. This includes, but is not limited to, marking, painting, drawing, marring, or placing stickers on any surface of the laptop.
13. Additions, modifications or deletion of files, except in the student's 'directory' or 'home directory' are prohibited.
14. Students are prohibited from sharing passwords with one another for any reason and should make every effort to keep all passwords secure and private.
15. School personnel should not knowingly introduce or knowingly allow the introduction of any computer virus to any Ministry of Education computer.
16. Putting non-school related materials (files) on a school file server is prohibited.
17. Capturing of pornographic scenes in or out of school and displaying such is strictly prohibited.

C. Personal Responsibility and Integrity

All who use Ministry of Education technology resources must recognise that the work of all users is valuable; therefore, every user must respect the privacy of others. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users.

To protect students while at school and home, all students are expected to behave responsibly and with integrity when using technology. These responsibilities include, but are not limited to:

1. Using technology for school-related purposes only during the instructional day.
2. Refraining from revealing unauthorised personal information about yourself or others.
3. Not copying, changing, reading, or using files in another user's storage area (such as hard disk space, diskettes, mail, server space, personal folder, etc.) without the user's permission.
4. Refraining at all times from cyber bullying.

D. Security

Security on any computer system is a high priority. Attempts of a user to log on to the Ministry of Education's network using another's identity are prohibited. Bypassing or attempting to bypass Ministry of Education filtering software is prohibited. All security problems must be reported to an administrator.

E. Privacy/Copyright

The illegal use, distribution or transfer of copyrighted material on Ministry of Education computers is prohibited.

F. Alteration of Pre-set Software Image

Altering/modifying the original Ministry of Education pre-set software image is prohibited. Examples include, but are not limited, to the following:

1. loading/installing any software applications
2. changing the desktop picture
3. changing the computer name
4. changing or removing operating system extensions
5. altering security software
6. altering the pre-loaded operating system or applications
7. taking apart the computer for access to internal parts

Violations of these regulations will result in serious disciplinary action and may also result in criminal charges if the violation of the regulation is also a violation of national law or ordinance. Examples of such dual violations are (i) computer hacking or trespassing, (ii) harassment,

threats, or cyber bullying via computer and (iii) computer fraud. Ignorance of these regulations will not excuse an infraction.

Recommended consequences – one or more may apply (for students)

- Student conference
- Parent contact
- Detention
- Suspension
- Restitution
- School community service
- Revocation of computer access and use
- Removal of privileges

Consequences for other school personnel are contained in the appropriate regulations.

References:

- 1 Computer Misuse Act. Chapter 11:17*
- 2. Information and Communications Technology Act.*
- 3. Ministry of Education Handbook on the Guidelines on the Use of Mobile Handheld Electronic Devices*
- 4. The Education (Teaching Services) (Amendment) Regulations 2000, Part VIII No. 77*