



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
SCHOOL EDUCATION DEPARTMENT
UT Secretariat, Leh

Subject: Guidelines for Tablet based education in School Education Department Ladakh.

ORDER NO: 61 -SED of 2021.
DATED: 03 /06/2021.

Sanction is hereby ordered to the guidelines for implementation of the YOUNTAB scheme for distribution of pre-loaded educational devices (tablets) to the students of classes 6th to 12th enrolled in the Govt. Schools in the Union territory of Ladakh.

These guidelines annexed to this order shall regulate the procedure for distribution, maintenance, custody and the terms of usage of the tablets.

By order of the Lieutenant Governor.

Sd/-
(Ajeet Kumar Sahu) IAS,
Commissioner/ Secretary,
School Education Department.
Dated: 03/05/2021.

No: *Comm/Secy/SED/ICT/2021/41/29-37*
Copy to the:

1. Deputy Commissioner, LAHDC, Leh/Kargil.
2. Director School Education Department, Ladakh.
3. Chief Education Officer, Leh/ Kargil.
4. OSD to Hon'ble Lt. Governor for information of the Hon'ble Lt. Governor.
5. Officer In charge, NIC.
6. Private Secretary to the Hon'ble Chief Executive Councilor, LAHDC, Leh/Kargil.
7. Private Secretary to the Advisor to Hon'ble Lt. Governor for information of the Advisor.
8. Private secretary to Commissioner/ Secretary, School Education Department for information of the Commissioner/ Secretary.
9. Order file (w.2.s.c).

N Khan.
(Nasir Mahmood Khan) KAS,
Deputy Secretary,
School Education Department.

YOUNTAB SCHEME

Guidelines for device (Tablet) based education in School Education Department Ladakh.

1. Background:

As part of the ongoing efforts of UT Administration of Ladakh to revitalise the educational setup by encouraging digital learning through various ICT interventions to bridge the digital divide due to un-availability of internet in various far flung areas of the Union territory, especially during the current pandemic which has necessitated the alternative modes of imparting education in wake of ensuring Covid-19 appropriate behaviour of maintaining physical distancing which has resulted in suspension of academic activities in schools through physical learning.

The Department of School Education Union Territory of Ladakh is launching the Scheme of distributing pre-loaded educational tablets to students enrolled in Govt schools/Govt aided schools from classes 6th to 12th.

2. Objectives of the Scheme:

- a. To provide every student a digital device to mitigate the adverse effects of Covid-19 related disruptions;
- b. Provide a hybrid solution to make-up for the losses due to absence of physical classes;
- c. Supplement the traditional modes of learning and bridge the gaps in structural inequalities in student residing in different areas of Ladakh.

3. Implementing Agency:

Department of School Education, UT of Ladakh.

4. Eligibility:

All the students enrolled in Government schools under administrative control of administration of UT of Ladakh from classes 6th to 12th will be eligible for getting digital device/ tablet and digital content under the scheme.

5. Scheme Description:

Every student enrolled in Government Schools of Ladakh from classes 6th to 12th will be provided tablets with pre-loaded educational contents e.g. pre-recorded video-lectures, e-books (of NCERTs and JKBOSE); various learning

apps (like BYJU'S, Khan Academy, e Pratiksha, DIKSHA); Virtual meeting apps (like google meet and Webex meet) etc.

6. Implementation Procedure:

Following instructions must be adhered for smooth and quick implementation of the scheme, to cover all eligible students and setting up general terms and conditions for the usage of the tablets:

6.1. Procedure and timelines:

- a. The scheme envisages planned distribution of tablets in a phased manner starting from students residing in those areas having no internet access at all.
- b. Classes 9th to 12th will be covered initially from these areas with gradual expansion to other classes and other areas as the tablets get loaded with content/ lectures.
- c. All the enrolled students from classes 6th to 12th will be provided with the tablets within 60 days of launch of the Scheme.

6.2. Essential Conditions

In order to get the benefit of the scheme the following essential conditions must be fulfilled

- a. Tablets once given to a student shall be their sole responsibility for its proper upkeep and maintenance. Ladakh Administration shall not be responsible for any mishandling, damage, theft or malfunctioning of the tablet and no replacement shall be provided;
- b. Life of the tablet has been fixed as four years and Tablets will be replaced by the School Education Department after 4 years of usage. No replacement shall be provided before 4 years.
- c. A student must remain enrolled in the Government School till the time he/she completes at least 4 years in a government school or till the time he completes Higher Secondary Education from a government school whichever is earlier. In case a student leaving a government school for any reason, before completion of at least 4 years in a Govt school, except after completing Higher Secondary education, must deposit the tablet back to the Department.
- d. Students completing Higher Secondary Education from a government school even before the completion of 4 years of continuous enrolment in a government school may keep the tablet indefinitely
- e. Tablets once possessed by a student shall be the sole liability of the student. Students must take proper care of the Tablets and its usage.

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Annexure to Order No. 62-SED of 2021, dated.03/06/2021.

Any misuse of the tablet, if found out by authorities will result in immediate confiscation of the tablet. Such a student will not be eligible for the benefit under the scheme in future.

- f. At the time of receiving of tablet the guardian of the student must sign the terms and conditions of the usage of the tablets by their wards. The student receiving the tablet and the teacher handing over the tablet must also sign document acknowledging receiving and handing over of the tablets respectively.
- g. Sim cards and other attachments (cover/screen-guard, earphone etc) , if used by the students in these tablets shall be personally purchased by the them and the charges towards bills/ recharges in this case shall also be borne by them.

6.3.Maintenance and upgradation support:

Three layered structures shall be put in place by the School Education Department for providing technical support to students and teacher after distribution of tablets. They shall also be responsible for distribution of revised or additional content at later stage:

- a. DC/ CEO LAHDC shall appoint one Nodal Officer in each School for implementation support as well as technical support to the department;
- b. Five Master coordinators each in both the districts shall be appointed by the Director School Education Ladakh to provide overall technical support to School Nodal Officers. These Master Coordinators shall act as master trainers for School Nodal Officers to solve Tablet related issues of the students. The device vendor in association with the IT department will impart the initial training to these master coordinators;
- c. A helpline shall also be set up by the IT Department with support of the device supplier to provide hardware and software support on phone to all the students/ teachers for any technical issue arising while using the tablet. Besides, nodal officers in each Zone initially for solving any issues related to the device.

6.4. Database maintenance

The department shall maintain a database of all the devices being distributed by linking its unique ID Serial number/Machine

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Number) with Aadhar of the beneficiary on a suitable format for future verification.

6.5.Roles and responsibilities:

For effective implementation of the Scheme the roles and responsibilities assigned to various officers of School Education Department are enumerated hereunder;

a. Director School Education Department.

Director School Education shall be overall in charge for the implementation and monitoring of the scheme, The Director shall;

- i. Ensure the distribution of tablets as per the provisions of this scheme;
- ii. Appoint Master Coordinators for maintenance and up gradation of the devices;
- iii. Ensure setting up of helpline in association with IT Department;
- iv. Assign roles and fix responsibilities for timely and effective implementation of the scheme;
- v. Get the content of the tablet verified through the panel of experts;
- vi. Undertake monitoring and periodic review of the scheme, assess the actual impact of the scheme and suggest course corrections required, if any.
- vii. Maintain a database by linking the device serial number/machine number with Aadhar number of the students for any future verification.

b. Chief Education Officers.

The Chief Education Officers shall:

- i. Prepare the verified list of beneficiaries and submit to Director School Education after its vetting by the DC/CEO LAHDC concerned;
- ii. Get the list of School Nodal Officers appointed with the approval of the DC/CEO LAHDC concerned;
- iii. Ensure regular updation of contents and supervise the functioning of Master Coordinators and School Nodal Officers;
- iv. Oversee the implementation of the Scheme in their respective districts and assist the Director School Education in effective implementation of the scheme.

c. Heads of the Institutions.

The heads of the institutions shall be responsible for the custody, distribution, maintenance of devices and its usage for intended purpose to yield desired results, The heads of the institutions shall;

- i. Supervise the functioning of the School Nodal Officer;
- ii. Maintain proper records of the devices distributed to students;
- iii. Liaise with the nodal officers for maintenance and up gradation of the devices;
- iv. Assign the responsibilities to teachers;
- v. Ensure that the devices are being used for the purpose they are being distributed and not being misused;
- vi. Provide feedback on the implementation of the scheme.

6.6.Evaluation of the Lectures/content:

A panel of experts from with the help of NCERT shall review the quality of content of study materials loaded in the tablet for standardisation and quality evaluation.

6.6. Terms and conditions for the usage:

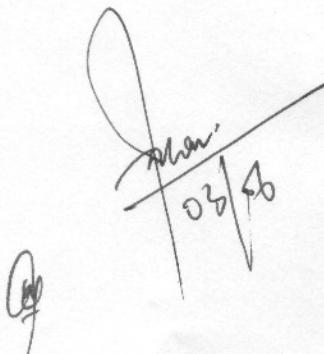
- a. The educational tablets are not to be used for any commercial purposes such as for personal profit or non-profit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
- b. The tablet may not be used in the unlawful transmission or storage of copyrighted materials not in the name of the student of the school.
- c. Students must handle the Tablets with care, protecting its functionality and appearance.
- d. Students must not use the tablets in any other manner other than that for which it is intended
- e. Students must not log ion to harmful sites and platforms restricted for children.
- f. Students must not intentionally modify network configuration files or any other settings that may result in malfunctioning of the tablets, nor they should try to repair the tablets on their own.
- g. Students are responsible for all material sent by or already stored in the tablets assigned to them. If a student finds that the content is missing or the tablet is malfunctioning in any way, they shall immediately let the matter known to the School Nodal Officer within 3 days of the receiving of the tablets.

Damaged Tablet

- a. Students are responsible for the tablets assigned to them. But if the tablet is damaged and reported back the school administration within 3 days of assigning the tablet, the IT team will determine the actual condition of the tablet and its contents and will decide the manner of the malfunction/damage and will be sorted accordingly with repair/replacement
- b. However, school administration will not replace the tablets reported to be damaged after 3 days of initial usage by the students and thereafter unless the IT team decides otherwise. It will be decided case to case.
- c. Replacement will not occur if tablet is damaged due to the following reasons
 - i. Tablet used outside the parameters established in the Acceptable Usage Policy stated above.
 - ii. Tablet used in conditions deemed unsafe for the tablet.
 - iii. Tablet negligence (Tablet placed in an unsafe location or position etc.)
 - iv. Intentional tinkering of the default settings set by the school administration resulting in software damage/ malfunctioning.

Stolen Tablet

In the event that a student's tablet is lost or stolen, the student must notify the school authorities about the lost/stolen tablet. If theft is suspected the parent/guardian of the student must file an FIR immediately with the nearest police station and submit a copy of the FIR to the school authorities. Further course of action will be decided by the school authorities accordingly. A student will not be entitled for a replacement in such cases as it will be treated as negligence.

A handwritten signature in black ink, followed by a horizontal line and the date '03/06' written below it.