



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

July 28, 2021

Division Memorandum

No. 205, S. 2021

GUIDELINES ON THE USE OF LGU ISSUED TABLETS FOR LEARNERS AT HOME DURING THE COVID-19 PANDEMIC

TO: All School Heads (Elementary and Secondary)
ICT Coordinators
Property Custodians
Teachers
All Others Concerned

1. The Department of Education Schools Division of Baguio City issues the enclosed **Guidelines on the use of LGU Issued Tablets for Learners at Home During the COVID-19 Pandemic** to ensure safe and effective use of tablets for learning.
2. For inquiries and clarifications, please contact Harris Dizon, Jr. at harris.dizon@deped.gov.ph.
3. Widest dissemination of this memorandum is desired.

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



GUIDELINES ON THE USE OF LGU ISSUED TABLETS FOR LEARNERS AT HOME DURING THE COVID-19 PANDEMIC

For safe and effective use of tablets for learning, students and parents are directed to observe the following guidelines:

1. **Tablet use agreement-** tablets borrowed must be well recorded through the issuance of Property Acknowledgement Receipt (If equipment is above P15K) and Inventory Custodian Slip (if equipment is less than P15k). Learners and their parents are required to sign the Property Acknowledgement Receipt.

The use of applications and files from the Department of Education is for the benefit of the learners, as such, learners must access and use the apps and files in safe and ethical ways. The Schools Division Office of Baguio City and the authorized personnel in the schools, reserve the right to monitor the content of the tablets issued to learners.

2. **Roles and responsibilities:**

Roles	Responsibilities
Parents and Learners	Parents and learners are expected to give care for the tablets in relation to cleaning, storage and security. If the tablet is lost or stolen, the parent and the learner must replace the tablet with the same or higher specification.
Teacher Adviser	<ul style="list-style-type: none">-Sign the Property Acknowledgement Receipt issued by the City.-Assist the school property custodian in preparing the Property Acknowledgement Receipt for the parents/learners.-Collaborate with the School ICT coordinator and property custodian in the distribution of the tablet to learners.-Regularly update the equipment tracking database-Report issues and concerns to the School ICT Coordinator-Retrieve the tablets from the learners during vacation, long breaks and whenever necessary.-Online reporting tool can be accessed at depedpines.com/tablets
School ICT Coordinator	<ul style="list-style-type: none">-Provide technical assistance to the adviser and learner-Escalate unresolved issues and concerns to the Division ICT Unit-Online reporting tool can be accessed at depedpines.com/tablets
School Property Custodian	<ul style="list-style-type: none">-Prepare and Issue Property Acknowledgement Receipt to

parents/learners; and maintain records of issued and returned tablets. -Online records can be accessed at depedpines.com/tablets

- 3. Appearance/personalization-** do not personalize or alter the appearance of the tablet, this includes warranty stickers and labels. The tablet must remain unrooted and the operating system as is.
- 4. Device specifications-** learners are not permitted to change the tablet specification or make modifications. The device warranty is void if attempts are made to change the hardware.
- 5. Apps, copyright, and intellectual property-** the tablet is preloaded with DepEd approved apps. Each learner must use his/her own account issued by the School ICT Coordinator. Accounts such as Microsoft O365, Google GSuite, DepEd Commons and other Learning Management System (LMS) credentials shall be secured by the learner.

Licensed apps installed in the tablet shall not be distributed or deleted without written permission from the school.

- 6. Technical Support, Damage, Repair and Warranty-** if the tablet has an obvious hardware fault (screen not responsive, not charging or no power) then it should be taken to the School ICT coordinator who will escalate the issue to the Division ICT Unit. If the device is still covered by warranty, the Division ICT Unit will contact the vendor for support. If warranty is lapsed, tablet will be assessed by authorized service center. If defective tablet is within economical repair, then it shall be charged to school funds, otherwise, the defective tablet will be for disposal. Damaged tablet due to negligence shall be replaced by the parent/guardian with equipment of the same or higher specification.
- 7. Equipment and Loss policy-** parents must report stolen devices to their child's adviser within 48 hours of the incident occurring and must be accompanied by police report. If the tablet is lost, the parent/guardian must also report the incident to the adviser.

The teacher adviser and school property custodian must coordinate with the City General Services Office to determine if the teacher adviser can be relieved from any accountability for the lost or stolen tablet. If the City General Services Office determined that there was negligence in the part of the learner/parent/guardian, then the lost or stolen tablet must be replaced by the learner/parent/guardian with equipment of the same or higher specification.

8. **Prohibited activities:**

- a. accessing content that is violent, sexist, pornographic, cult-related, and contents dominated by offensive language or in any way illegal
- b. downloading games and files not relevant to class activity
- c. tampering with system files of the tablet
- d. cyber bullying or e-crime

