

HOUGANG
SECONDARY SCHOOL

Supporting Your PDLP Journey@HS

#myhspld

HOUGANG

HS's PLD of Choice

- Apple iPad [10.2" 9th Gen model, 3GB RAM, 64 GB Storage]
- Apple Pencil
- Ruggedized Keyboard Combo 3 Case
- 3 Year AppleCare+
- 3 Year Insurance

Quick Summary of Things to do

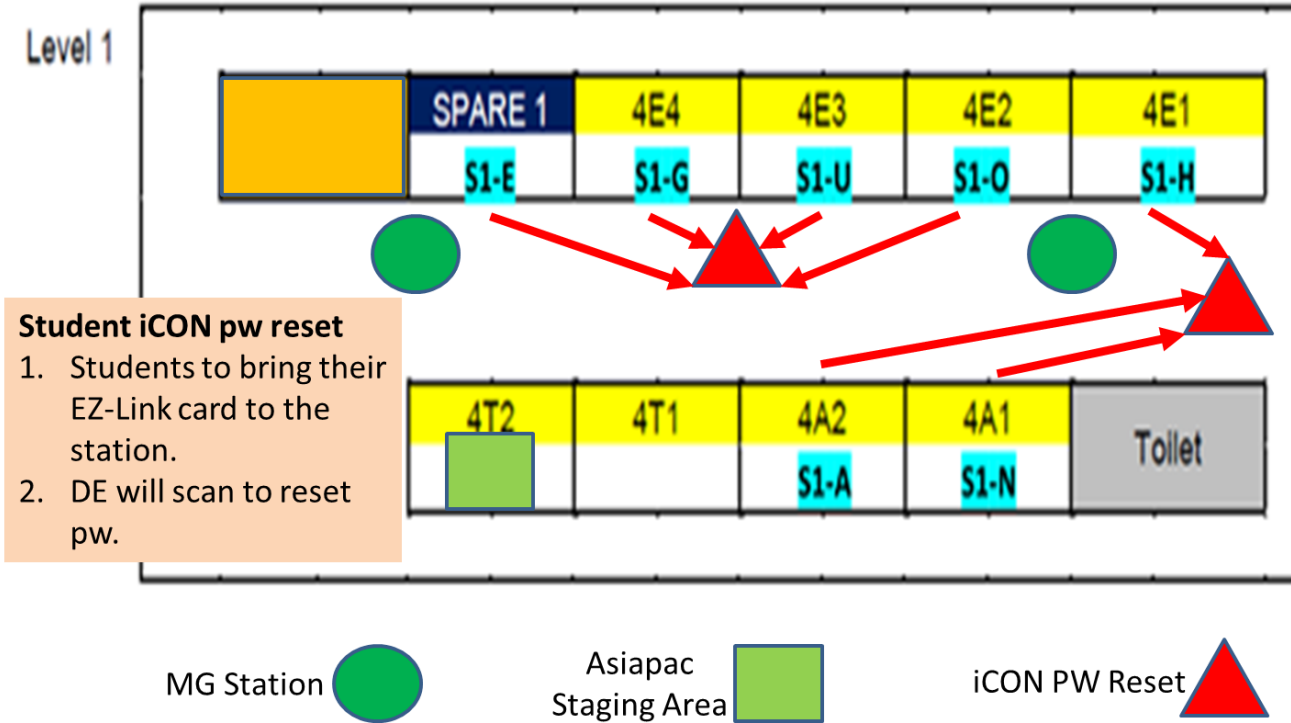
- **Verify you can access your student iCon** before 4 Mar through this link.

<https://go.gov.sg/hsstudentemail>

If you need help with your user ID or password, please approach the IT team at SRC.

- Bring your **Student Pass** on 9 Mar.
- Familiarise with the **Onboarding slides** in this deck.
- Report at **1.50 pm** to level one classroom on 9 Mar.

Layout (Level 1)



Seating Plan

Seating is according to register number

White board

37	36	25	24	13	12	1
38	35	26	23	14	11	2
39	34	27	22	15	10	3
40	33	28	21	16	9	4
41	32	29	20	17	8	5
42	31	30	19	18	7	6

Key questions to Hougeans

What I know	What is expected of me?
<p>Each student already has an email account (Student ICON)</p> <p>Student ICON provides access to GSuite, (Upcoming: Microsoft Pro Plus and Zoom)</p> <p>Students will be equipped with an iPad for T&L</p> <p>Installation of DMA</p> <p>Peripherals include Pencil, and Keyboard (No screen protector)</p>	<ol style="list-style-type: none"> 1. Continue to be guided by Cyber Wellness principles of Sense, Think and Act. 2. Take care of your PLD and peripherals. 3. Maintain your IAMS password and change it when prompted or before it expires every three months. 4. Highlight any cyber wellness concerns to the ICT and PM team, or your CCs

Upcoming Activities for PDLP Journey@HS

- *Collection and Set-up of iPad – on 9 Mar
- Deciding the DMA Option – by 19 Mar
- Optional Briefing for Parents on DMA – on 30 Mar

Other Asynchronous activities

- Regular tips on managing your PLD
- 3-monthly password change

*For students who are absent, you will approach SRC (Level 3) after school dismissal on the day you return to school. For students who are using their own iPad, you need not attend the session but you will still need to approach the SRC to set-up your iPad with DMA.

Details of Collection

- 9 Mar (Wed) – **HBL day**
- Report to designated classroom by 1.50 pm
- Line up seated outside the room according to register number.
- Wait time: Familiarise with the Acceptable User Policy
- Target to end by 3.30 pm. Students will only be dismissed after PLD is sighted in the device management portal

During the session:

- Follow the instructions provided by your CCs
- Ask for help by raising your hand whenever you are unsure

On Day of Collection - 9 Mar

You are required to have the following:

- Student Pass
- Student iCon userID and password (**active password**)

You also need to:

- Ensure that your iCon is logged out from all other devices
- Have a mobile phone with you if you have enabled 2FA for your google account.

Questions?

Partnering you for your Cyber Well-being - DMA

- The default Device Management Application (DMA) settings will be used for a start. **Parents had been informed on DMA-related matters via PG.**
- We encourage students to maintain a balanced lifestyle between offline and online activities.
- Continue to be a safe and responsible user of the internet and maintain a positive online presence
- Be responsible for personal well-being in the cyberspace while looking out for your peers.

Parents to choose after assessing readiness of child

Default	Option A	Option B
MOE/school DMA settings will continue after school hours*	Parents can determine DMA settings after school hours*	Parents can choose to disable DMA after school hours*
For parents who want their child's use of the devices to be restricted only to teaching and learning, and prefer to leave it to the school/MOE to decide on DMA settings both during school and after school hours.	For parents who want more leeway over the use of the device, and to want to take charge of the level of restrictions for their child's use of the device after school hours.	For parents who do not want their child's use of the device to be regulated by DMA after school.

On 9 Mar, All devices will be set to Default DMA

Default DMA

MOE DMA settings will continue after school hours
Devices to be restricted only to teaching and learning.

School hours refer to 7 am to 6 pm daily, **inclusive of weekends and school and public holidays*

Data Collected and Access Rights

The DMA does **NOT** collect any of these data:

- Student login IDs and passwords
- Student's activities and data (e.g. posts, online comments, shopping cart, etc.) when they visit websites and use apps
- Documents and photos stored in the PLDs
- PLD location
- Webcam videos and microphone recordings

Concerns regarding privacy

Write to HOD/ICT & Data Management
javen_gwee_chen_meng@moe.edu.sg

Student ICON

Empowering You
Learning with You

Checking your student iCon

- A form will be sent to you via your student iCon. You are **required** to **acknowledge** the form before 4 Mar.
- Students who do not acknowledge the form may have their collection of their iPad delayed.
- Your UserID will be given to you for reference.

Accessing your iCon Email

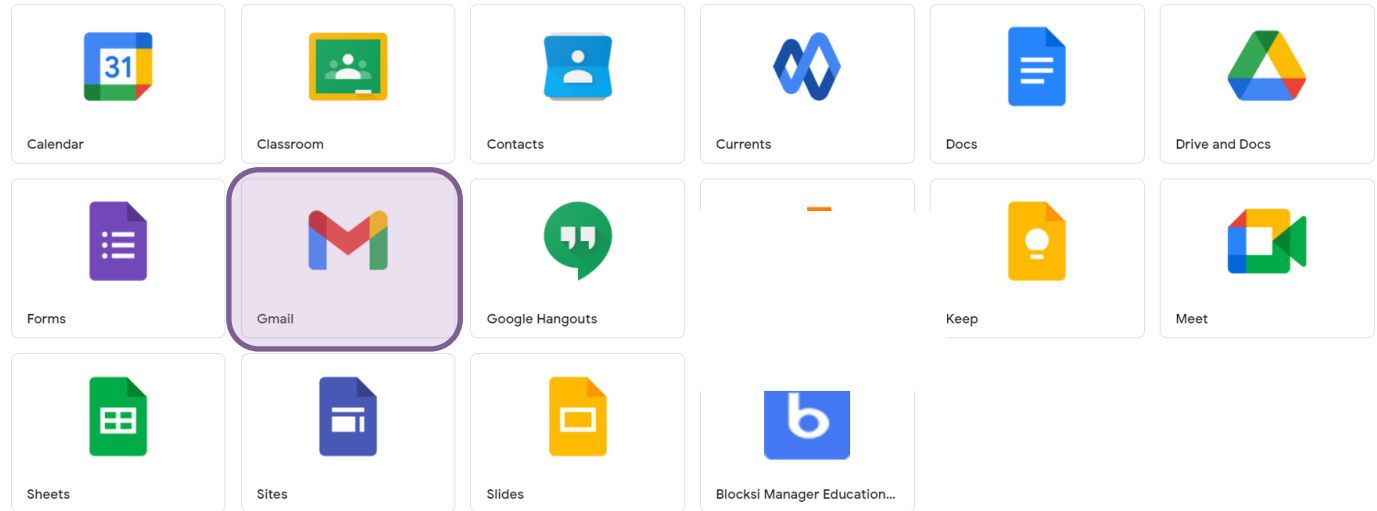


<https://workspace.google.com/dashboard>

GSuite – linked to Student ICON

1 Students in Secondary should see these apps on the dashboard.

1 Your apps



If you have apps shown on this slide that are missing from your account, please report it to your teacher. Your teacher will log a case with SSOE 2 Service Desk.

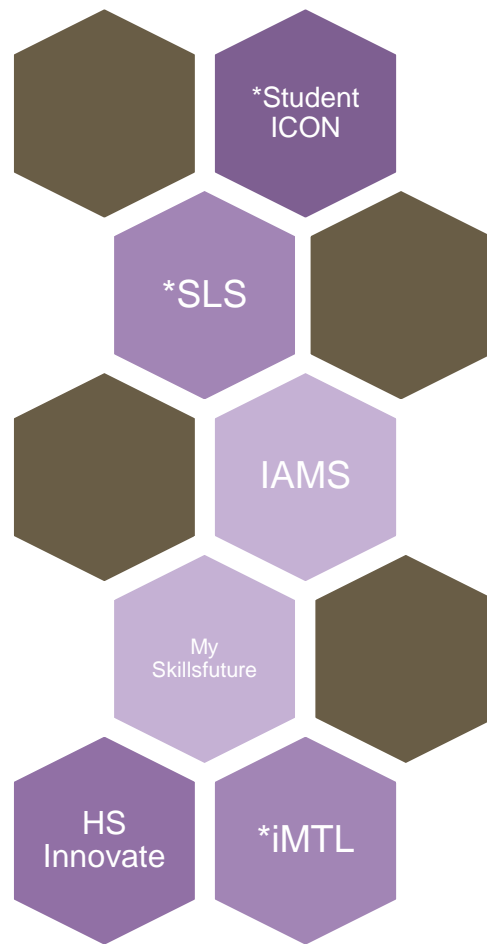
Offline Mode

Student iCON (Google) offline mode was activated on 20 Apr 2021. It allows students to create, view and edit Docs, Sheets and Slides even when students are not connected to the Internet.

Security
and Safety

Maintaining
your
Accounts

Most of the IAMS will be integrated with IAMS in the future. IT is very important that you maintain and safekeep your IAMS password.



Students are expected to **maintain your own account** and perform a password change when prompted, or at the SRC when the need arises.

IF account is locked, please approach the general office to look for either of the following ISAC.

ISAC	
Ms. Jolin Chang	Mr Ben Oh

Should you require assistance with your PLD

Go to: <https://go.gov.sg/hs-ict-helpdesk>


Or via school website

HOME Quick Links HS ICT Helpdesk Form

HS ICT Helpdesk Form

If the form below is not loaded, you can also fill it in at [here](#).

A Singapore Government Agency Website



HS ICT Helpdesk Form

🕒 3 mins estimated time to complete

[Instructions](#)


- For Staff
- For Parents
- For Students
- FAQ
- National Digital Literacy Programme (NDLP)
- Traffic Advisory
- HBL-SIL
- HS e-Open House 2021
- Sec 1 e-Registration Matters
- Appeal For Transfer Into HS
- HS ICT Helpdesk Form

HOME Quick Links HS ICT Helpdesk Form

- [GRIT Journal 2022 final web.pdf](#)
- Timetables 2022 Semester 1**
- [Class 07 Jan 2022.pdf](#)
- HS ICT Helpdesk Form**

If the form below is not loaded, you can also fill it in at [here](#).

A Singapore Government Agency Website



HS ICT Helpdesk Form

🕒 3 mins estimated time to complete

Technical Assistance

iPad

Onboarding Guide

This **onboarding guide** is meant for students who are using Mobile Guardian on their iPad devices.

Instructions

To ensure you get your device smoothly,

- Sit according to your index number.
- Do not touch any items without instructions.
- Place your EZ-link/transitlink card on the top right hand corner of your table.
- Wait patiently and quietly while the contractor verify your identity.

PLEASE TAKE NOTE:

Please follow the steps in the slides CLOSELY. Please wait patiently and DO NOT skip ahead.

We will begin the device check when everyone is ready.

iPad Handover Guide

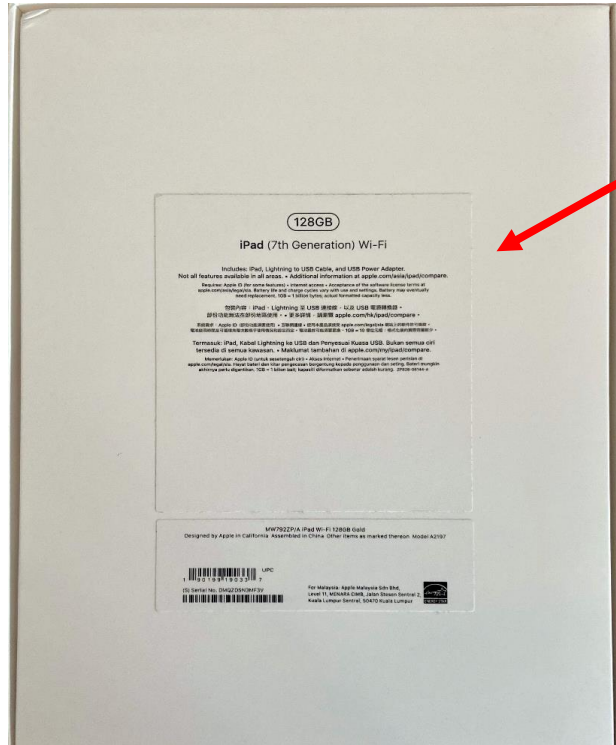
Items on your table

- 1) iPad
- 2) Logitech Combo 3*
- 3) Apple Pencil*

**Check the accessories against your collection form.*



Unboxing



1. Turn the box over.
2. Keeping the back of the box facing you, use a key/scissor (carefully) to remove the plastic cover of the box.
3. Turn the box back to the front.

Unboxing

Unbox your new iPad.

1. Follow the instructions in the video to remove your iPad.

Unboxing

2. Check that you have
 - Device
 - Charging cable
 - Power adapter



3. Take out your iPad and **leave only your iPad** on your table. Keep the box and accessories away.



Lift this tab to find the power adapter underneath.

Check for surface defects

1. Remove the plastic protective sheet on your iPad screen.
2. Check for any surface defects.



Please raise your hand if you notice any surface defects.

Casing (Logitech Combo 3)

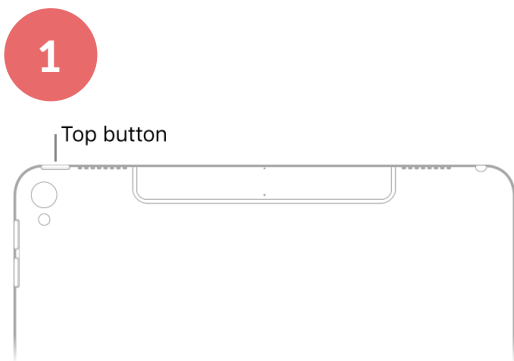


ASSEMBLE IT
IN 30 SEC OR LESS

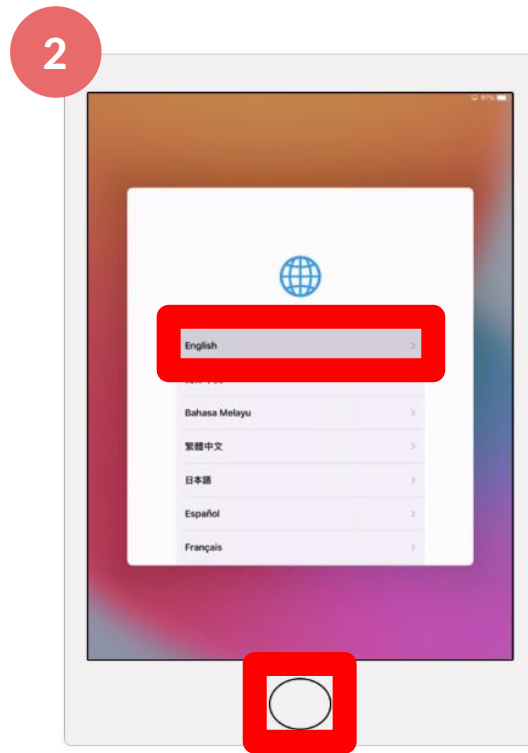
1. Follow the instructions in the video.
2. Place your iPad completely into the casing with keyboard.

Getting Started (iPad)

Step 1:
Power on
your iPad.



If iPad doesn't turn on, you might need to charge the battery.



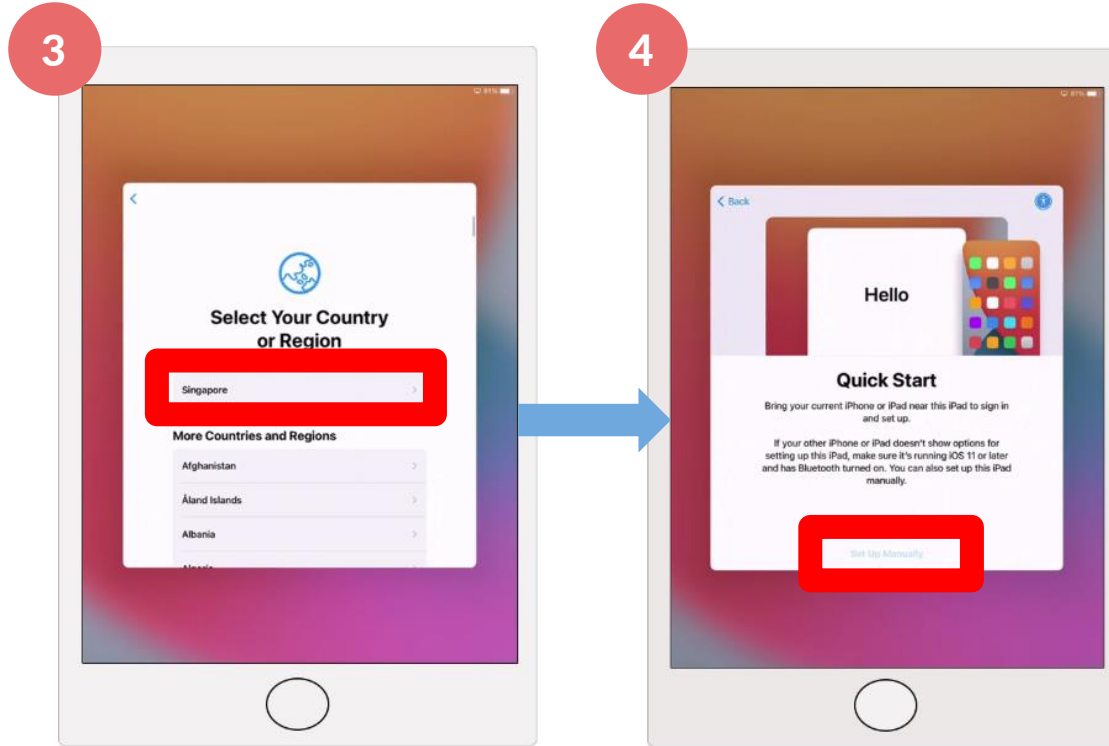
Step 2a:
Press the
Home button.

Step 2b:
Select 'English'.*

**Language settings can be adjusted later to your own personal preference.*

Getting Started (iPad)

Step 3:
Tap on
'Singapore'.

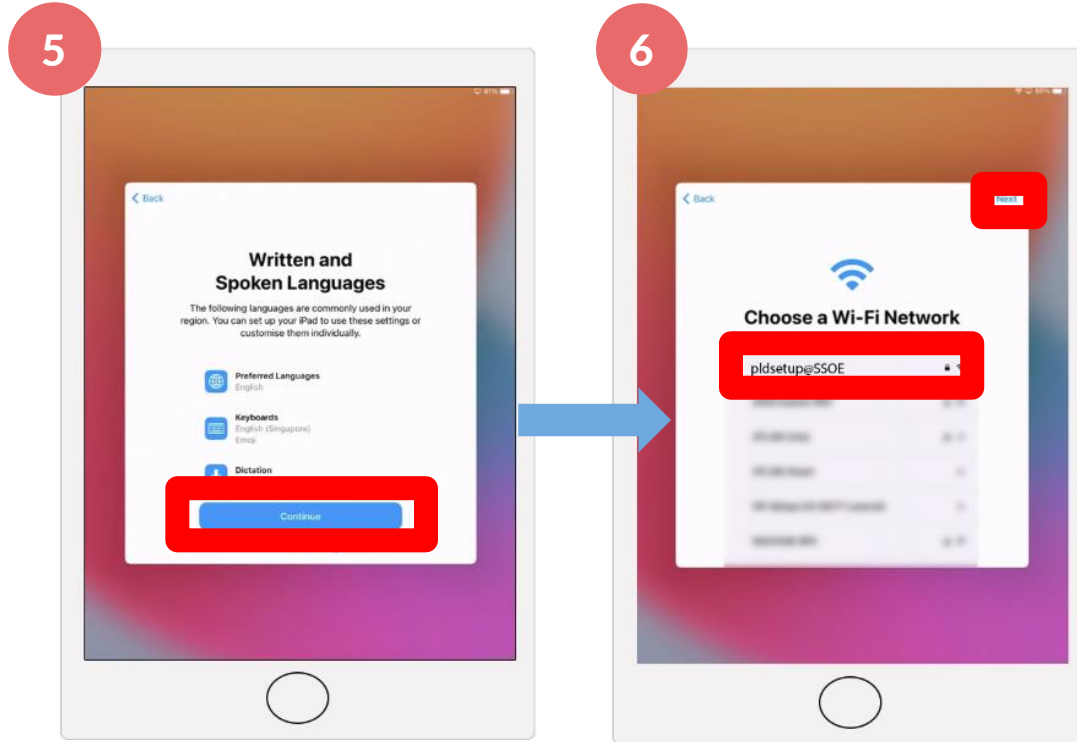


Step 4:
Tap 'Set Up
Manually'.

Getting Started (iPad)

Step 5:
Tap on
'Continue'.*

**Language settings
can be adjusted later
to your own personal
preference.*



Step 6:
Tap on
'pldsetup@SSOE'.

Getting Started (iPad)

Step 6:

Tap on
'pldsetup@SSOE'

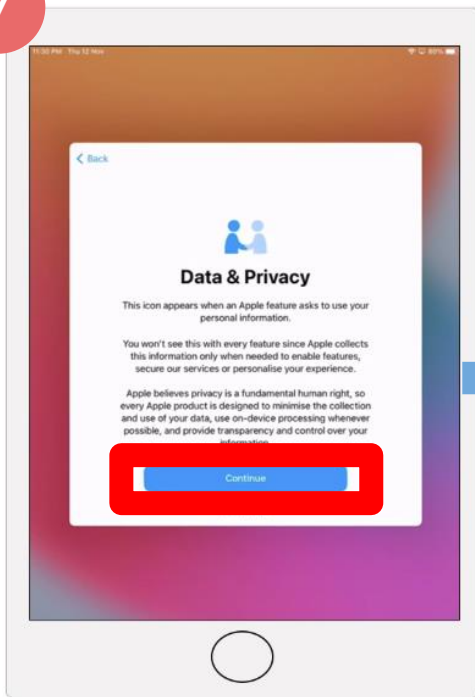
Enter the
password that will
be provided.

Then, **Tap** 'Next'.



Getting Started (iPad)

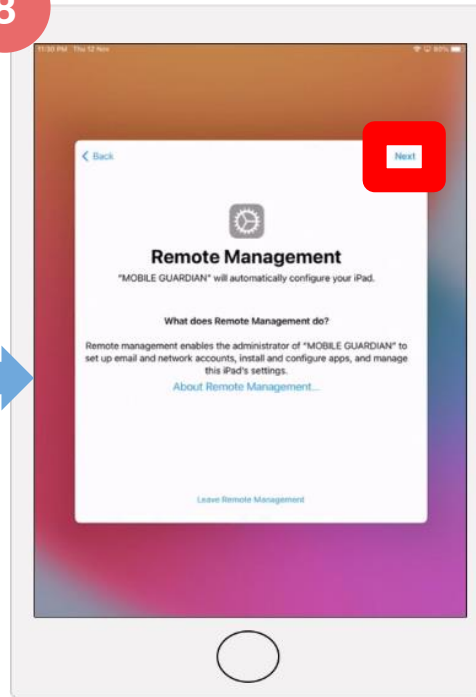
7



Step 7:
Tap on
'Continue'.*

**By tapping Continue, you are agreeing to the terms stated in Apple's Privacy Policy.*

8



Step 8:
Tap on **'Next'**.*

**By tapping Next, you are allowing Mobile Guardian to configure the iPad's settings.*

Getting Started (iPad)

Step 9:
Tap on
'Continue'.

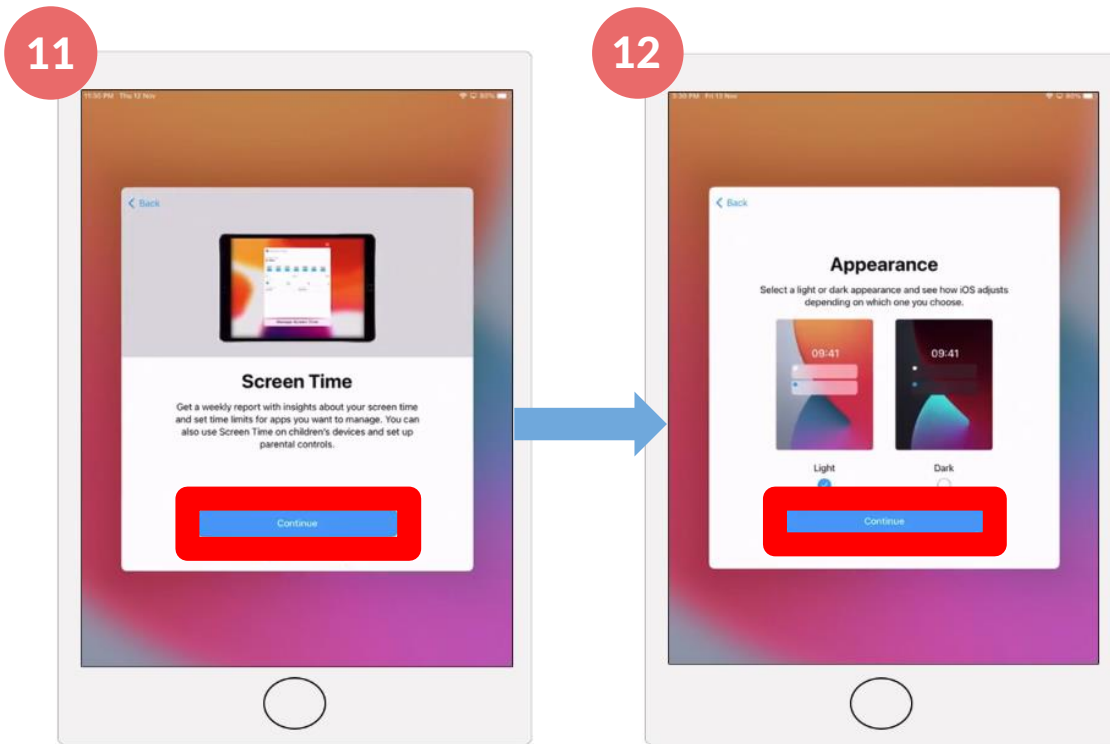


Step 10:
Tap on **'Enable Location Services'**.*

**By tapping Enable, you are agreeing to the terms stated in Apple's Location Services and Privacy. The location services indicated here is for iPad. This is to enable syncing of local date and time. You may turn it off later.*

Getting Started (iPad)

Step 11:
Tap on
'Continue'.

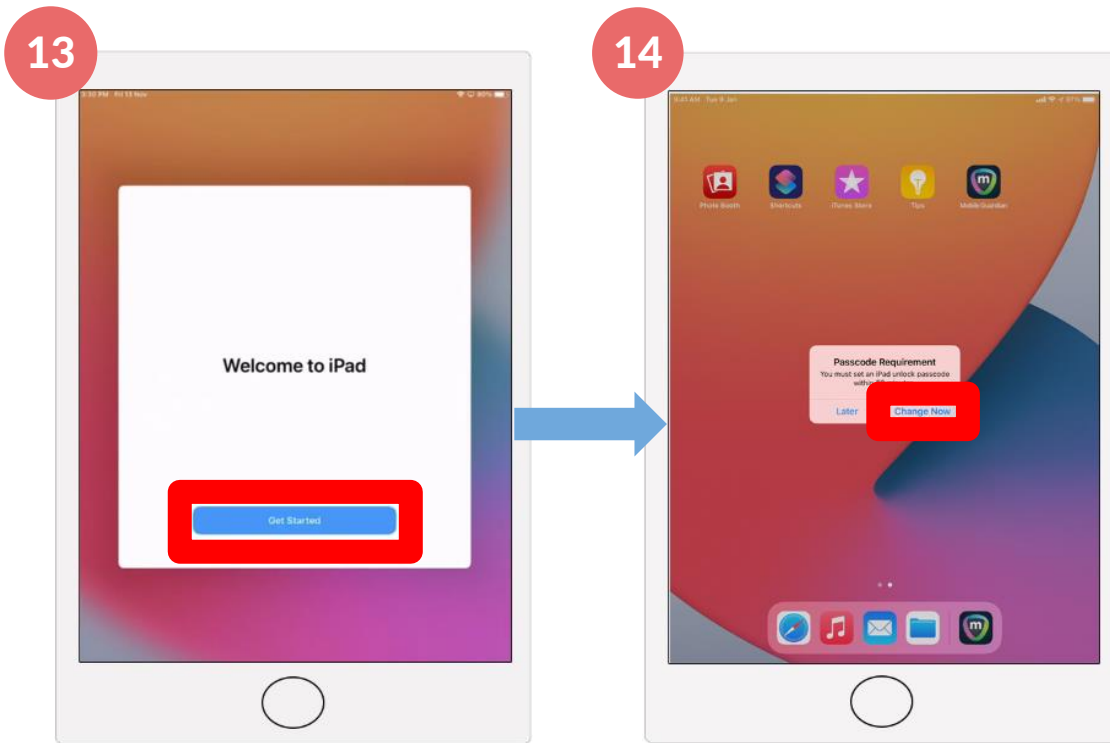


Step 12a:
Select an
appearance.

Step 12b:
Tap on
'Continue'.

Getting Started (iPad)

Step 13:
Tap on 'Get Started'.



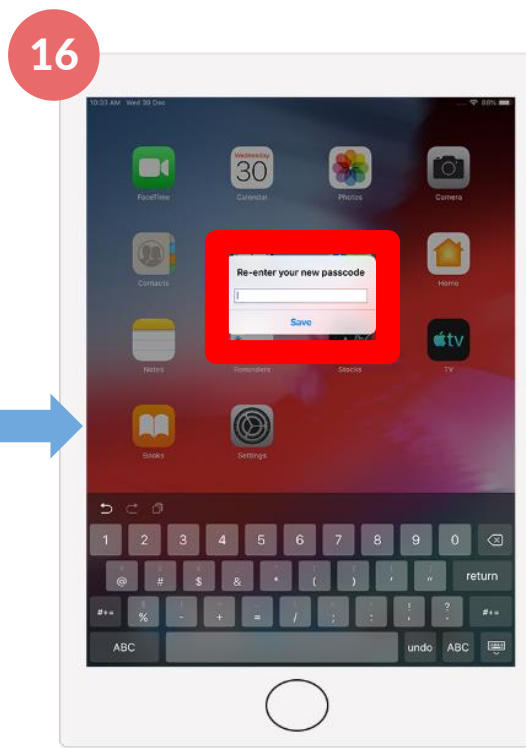
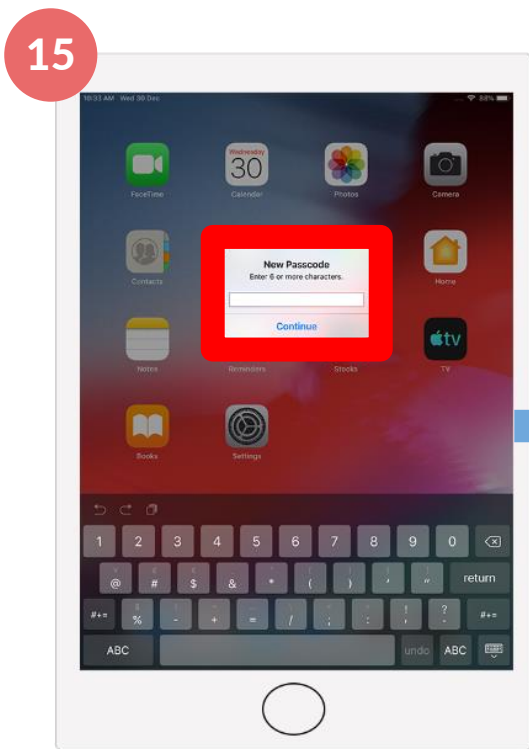
Step 14:
Tap on
'Change Now'.

(Skip step 14, 15 and 16 if you do not see the passcode prompt. You can set it up when it appears.)

Getting Started (iPad)

Step 15a:
Enter a
passcode
with 6
characters
or more.

Step 15b:
Tap on
'Continue'.



Step 16a:
Re-enter the
passcode.*

Step 16b:
Tap on 'Save'.

***PLEASE TAKE
NOTE:**

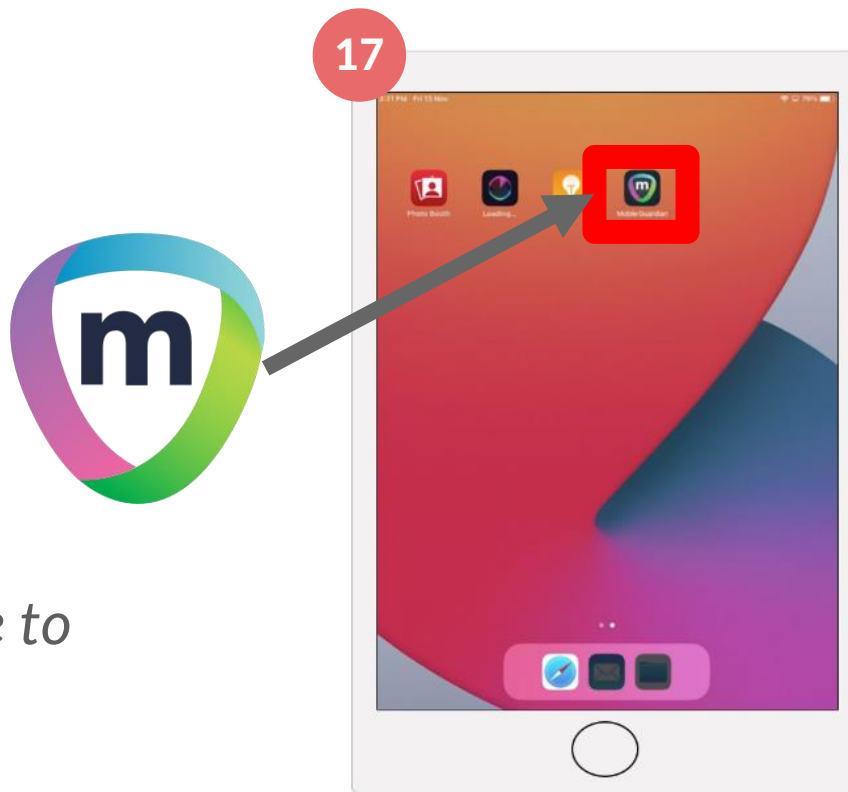
Do remember and
write down your
passcode.

Getting Started (iPad)

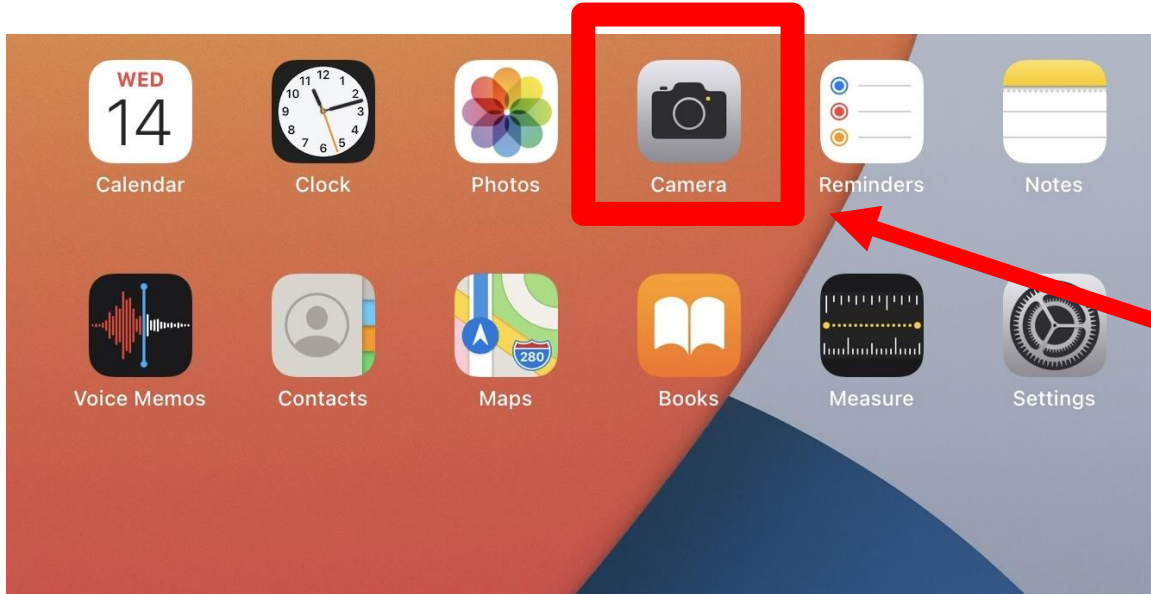
Step 17a:

Wait for **Mobile Guardian** to be **loaded**.

Note: You may need to swipe to other pages to find the app.



Check Camera

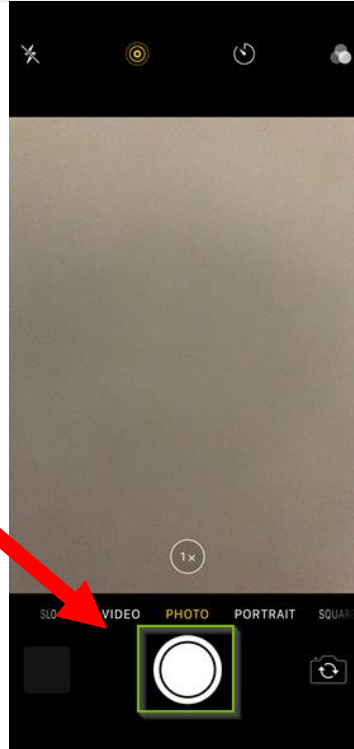


Step 1:
Tap Camera App
on the Home
Screen.

Check Camera

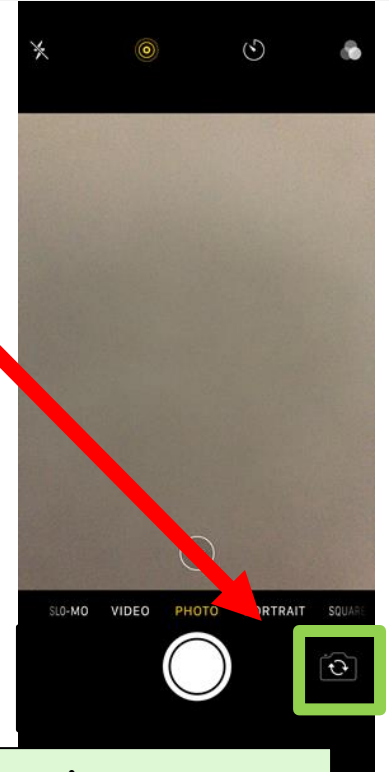
Step 2:

Tap the Shutter button to take a photo.



Step 3:

Tap the Rotate button to take another photo.

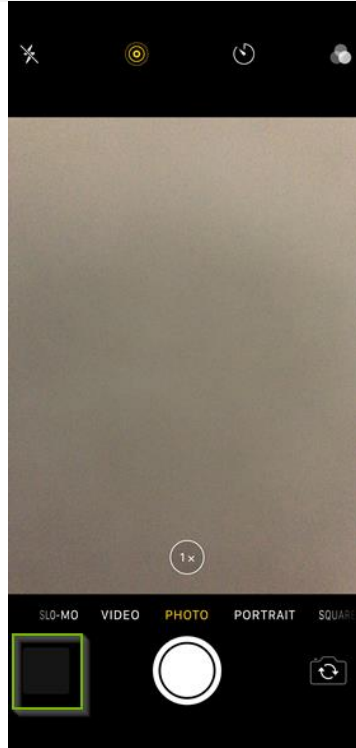


Please raise your hand if your Camera is not working or the images are not clear.

Check Camera

Step 4:

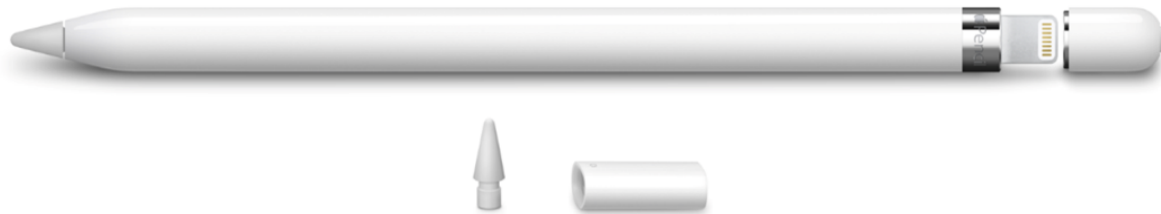
Tap the
Thumbnail image
to open the most
recently taken
photos.



Please raise your hand if your Camera is not working or the images are not clear.

Check Apple Pencil

What's in the Box



Apple Pencil, Lightning adapter and extra tip

Check that you have the items shown on the left in your Apple Pencil box.

Check Apple Pencil

Follow the instructions to check that your Apple Pencil is working.

Step 1:

Remove the cap and **Plug** your Apple Pencil into the Lightning charging port on your iPad.



Check Apple Pencil

Step 2:

Tap the pair button.

Try to use your pencil.

Pairing is complete if you are able to use it.



Check Apple Pencil

Step 3:

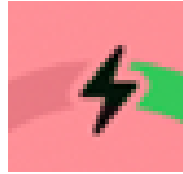
Swipe left to right on the iPad's Home Screen to bring the "Today's View" Screen.



Check Apple Pencil

Step 4:

Make sure you see the charging symbol at the current charge level of the Apple Pencil.



Step 5:

Attach the Apple Pencil Cap to the Apple Pencil after pairing.

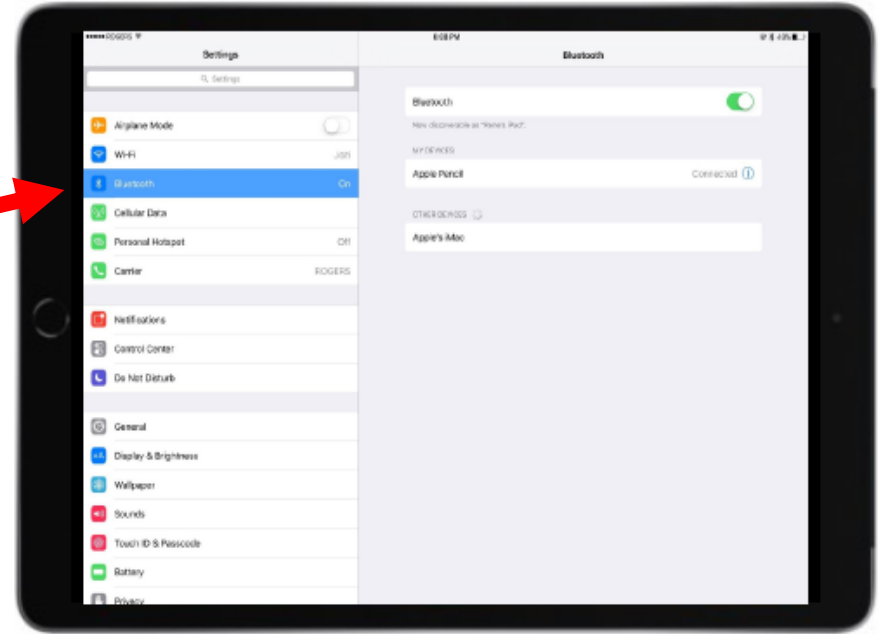


Please raise your hand if your Apple Pencil is not working or not charging.

Check Apple Pencil

If Apple Pencil does not connect, **Go to** 'Settings' **Bluetooth** and **Tap** 'Forget this Device'.

Repeat the pairing process again (Refer to the previous two slides).



Make sure the Apple Pencil Cap is attached back to the Apple Pencil after pairing.

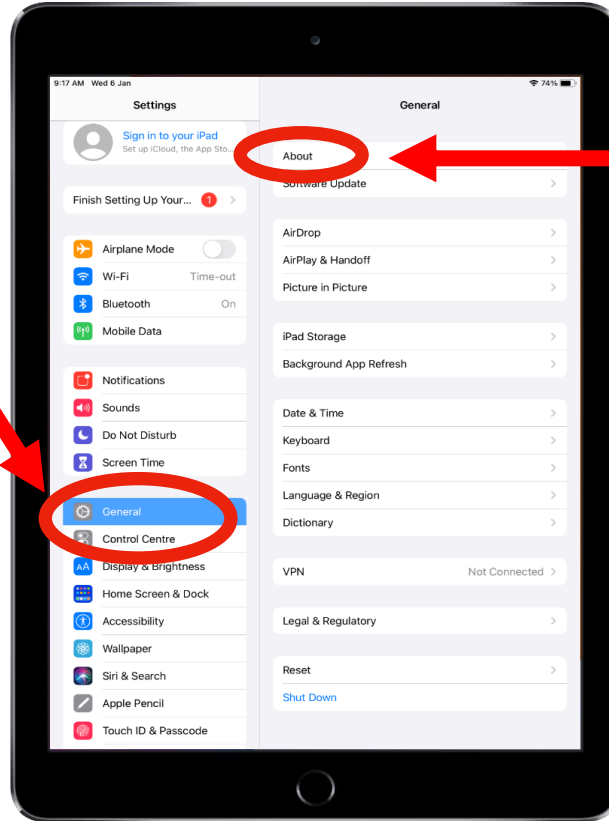
Check iPad Storage Size

Tap on “**Settings**” from the Home Screen



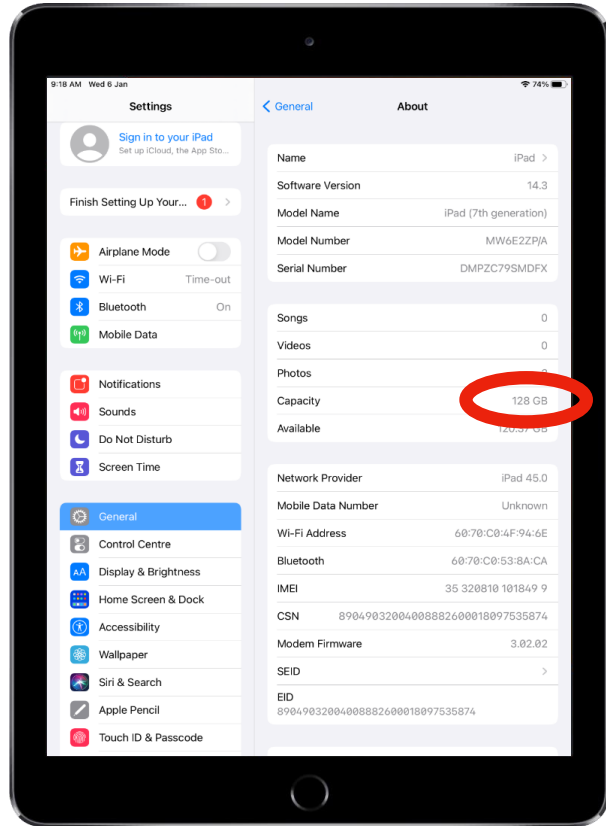
Check iPad Storage Size

Step 1:
Tap on
'General'.



Step 2:
Tap on
'About'.

Check iPad Storage Size



Step 3:

Storage will be displayed under 'Capacity'. [64 GB]

Step 4:

Check that the storage capacity is as stated on your collection form.

Enable Night Shift

Step 1:

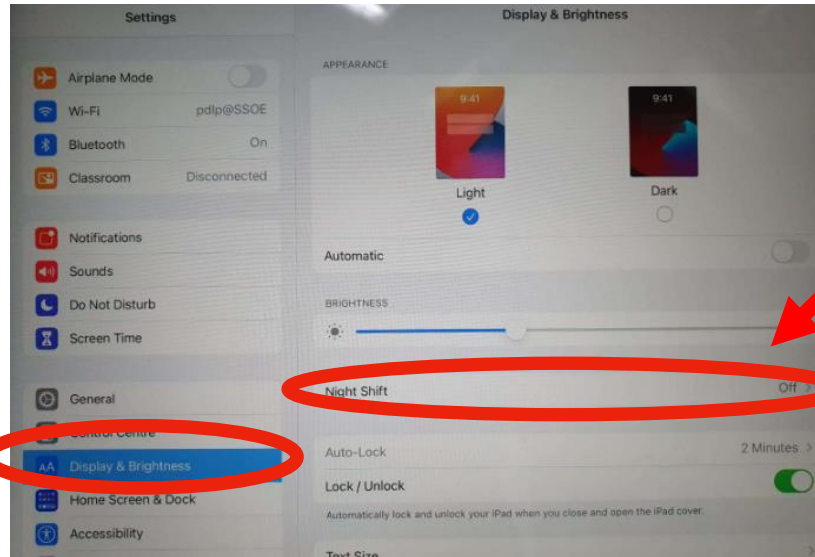
Tap on

'Display & Brightness'.

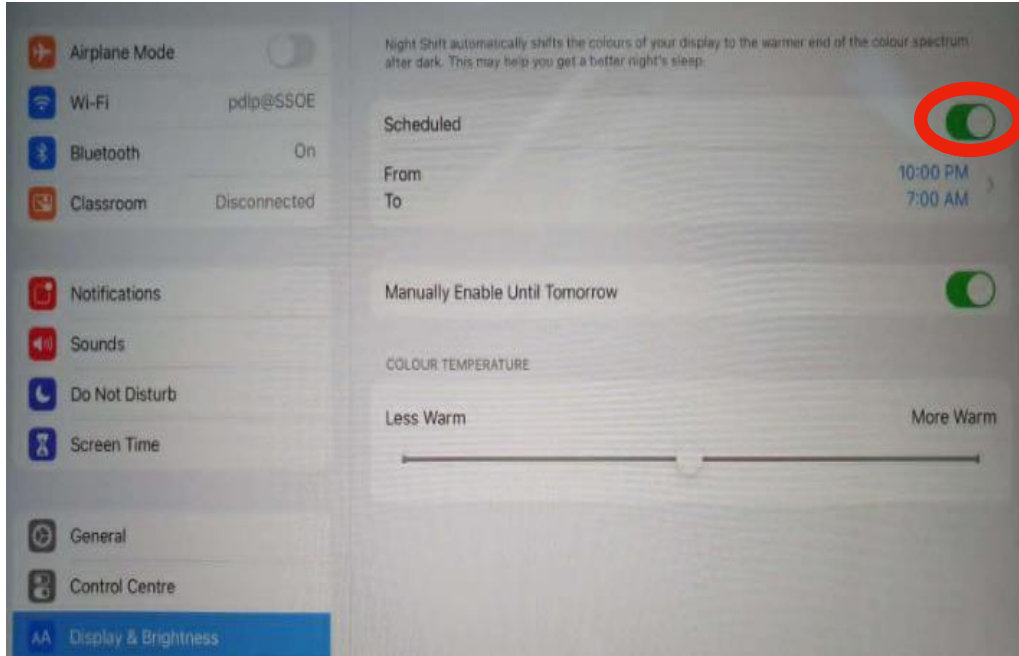
Step 2:

Tap on

'Night Shift'.



Enable Night Shift



Step 3:
Tap on
'Scheduled'.

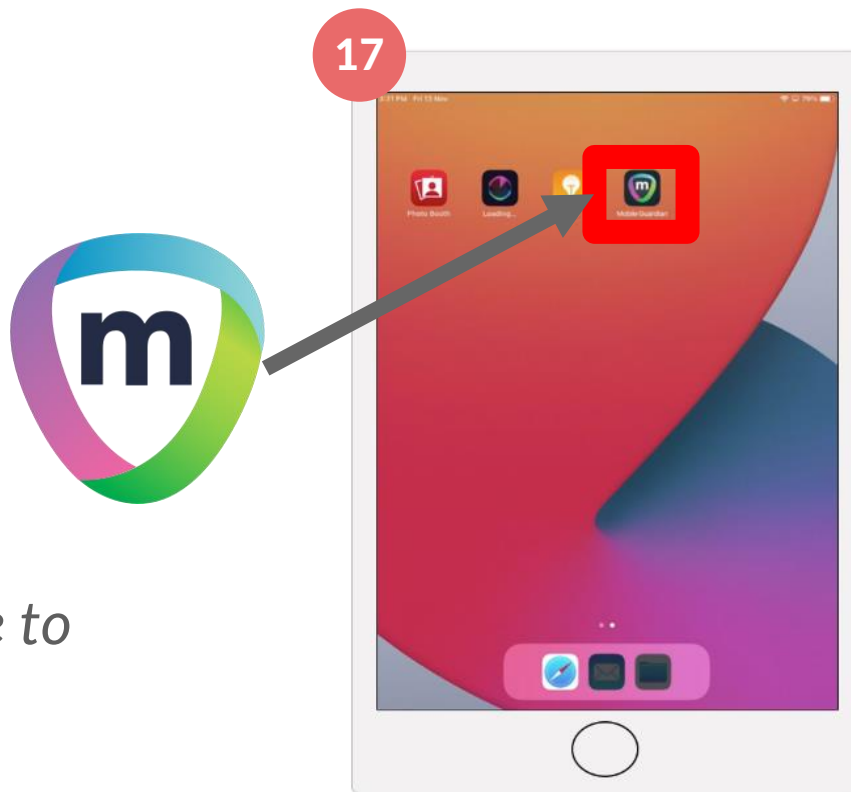
For your information:
Night Shift automatically adjusts the colours of your display to the warmer end of the spectrum, making the display easier on your eyes at night.

Getting Started (iPad)

Step 17b:

Tap on the 'Mobile Guardian' app.

Note: You may need to swipe to other pages to find the app.



Getting Started (iPad)

Step 18:

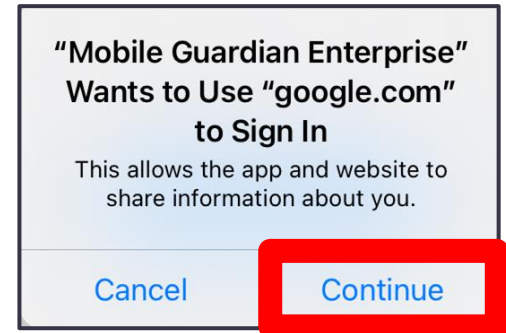
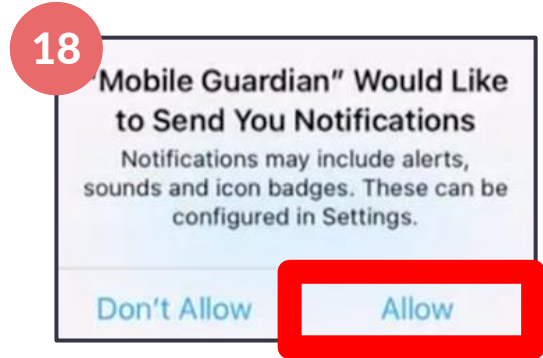
Tap 'Allow' when prompted to access notifications.

Tap 'Continue' to allow Google Sign In

When prompted, it is recommended to tap on Allow/Continue to prevent Mobile Guardian from having issues with your iPad.

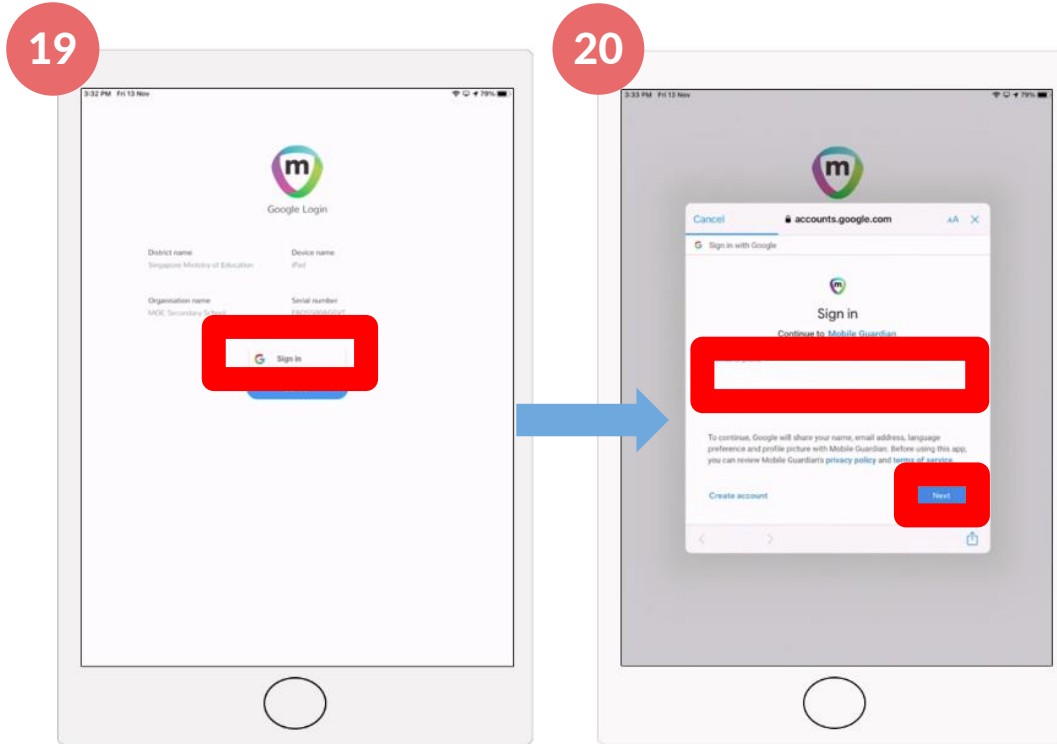
Note:

Do note that these pop ups
might
appear in random sequence.



Getting Started (iPad)

Step 19:
Tap on
'Sign In'.

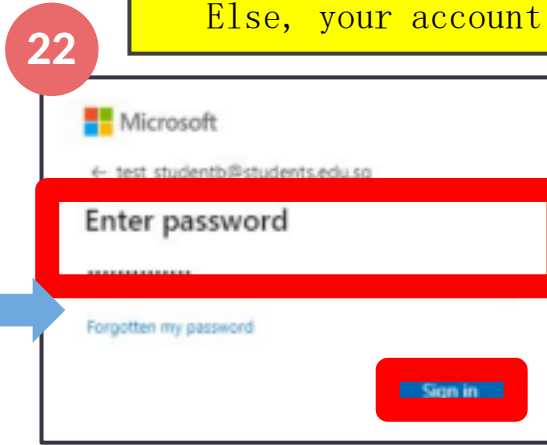
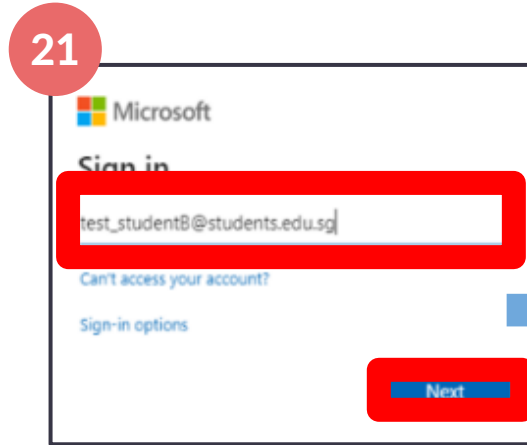


Step 20:
Sign in with your
Student iCON email
address
(full_name@students.
edu.sg) and **Tap**
'Next'.

Getting Started (iPad)

Step 21:

Sign in with your same details and **Tap 'Next'**.



IMPORTANT:
DO NOT try to login more than **3 times**.
Else, your account will be **locked**.

Step 22:

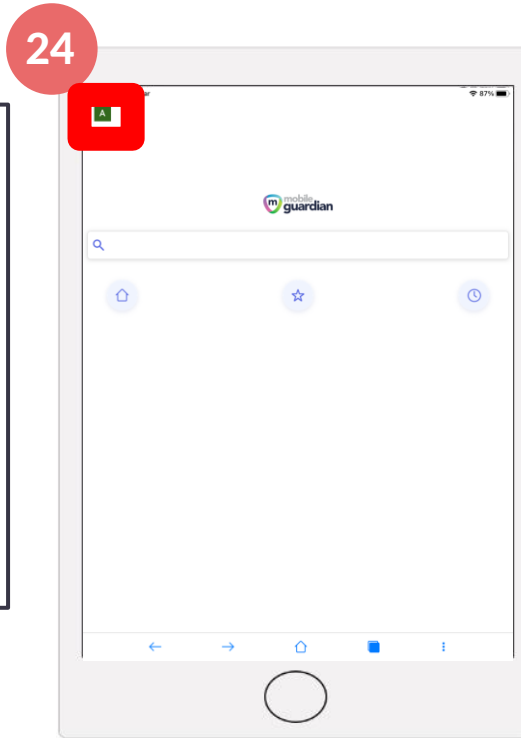
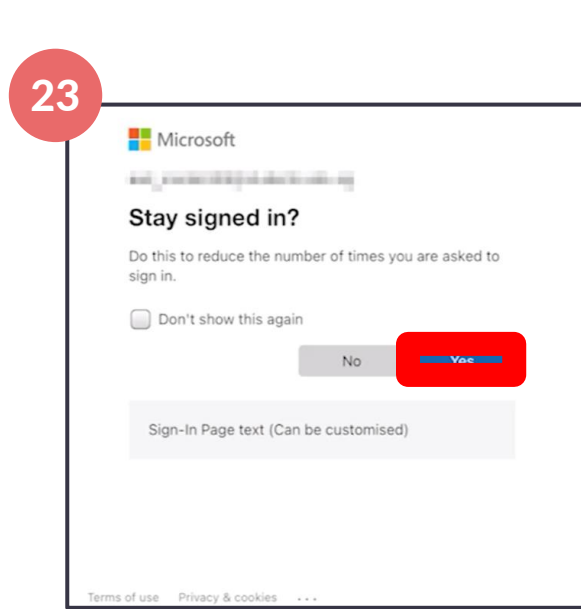
Enter your password and **Tap 'Sign In'**.

PLEASE TAKE NOTE:
If you forgot your password, raise your hand for assistance. **DO NOT** try to login more than **3 times**.
Else, your account will be **locked**.

Use the same password as the one used for Computer Lab devices/MIMS password.

Getting Started (iPad)

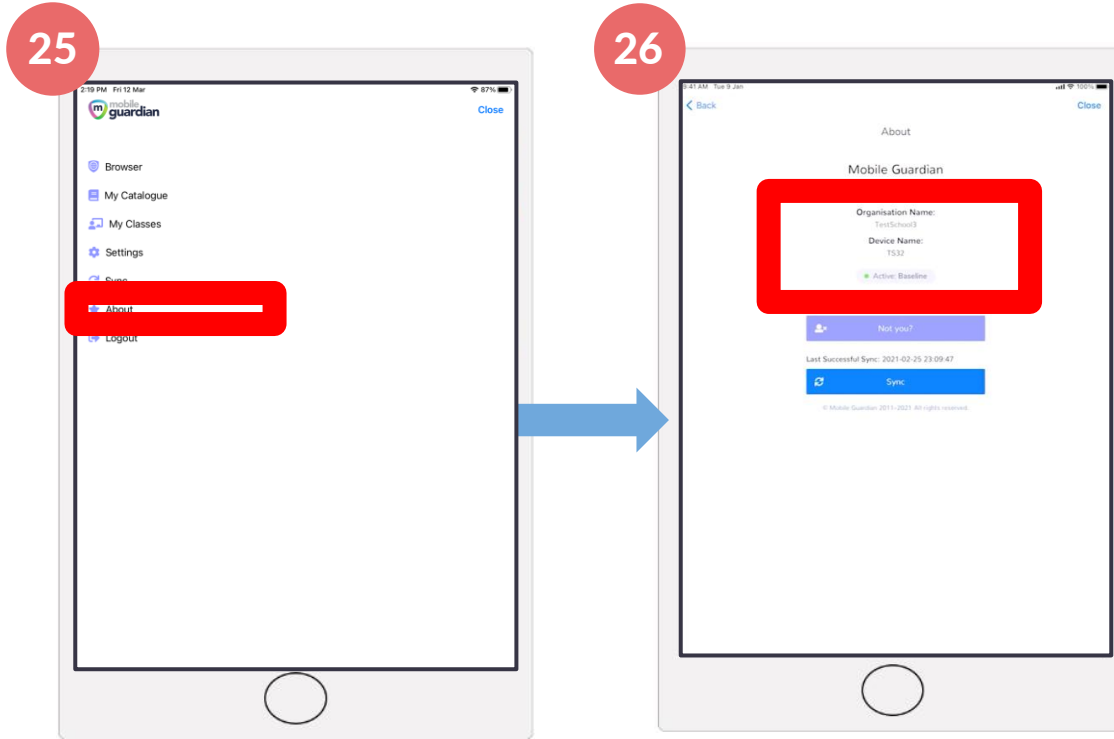
Step 23:
Click 'Yes'
to stay
signed in.



Step 24:
Tap on the
'**menu bar**' on
the top left
hand corner.

Getting Started (iPad)

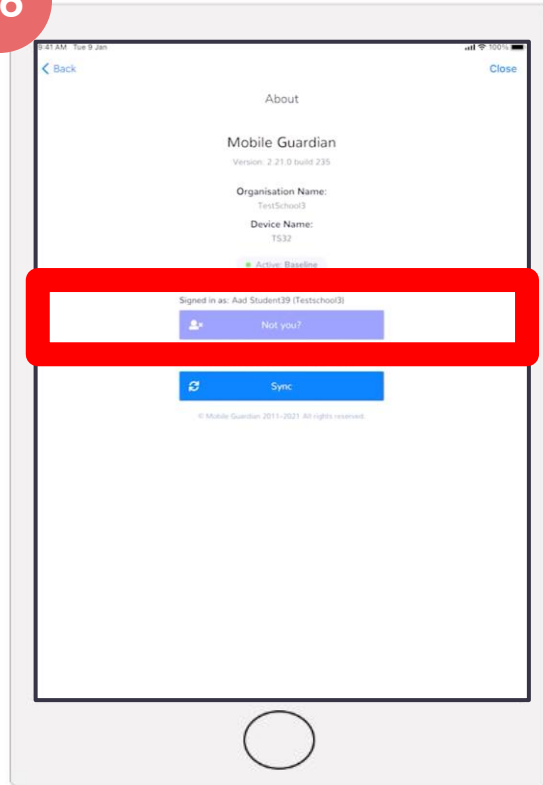
Step 25:
Tap on
'About'.



Step 26a:
Verify that
under
**'Organisation
Name'** is your
School's name.

Getting Started (iPad)

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IMPORTANT

Please ensure to check carefully

Step 26b:

Verify that your name appears after 'Signed in as:'.

If it is 'NULL NULL', or any other words,

Raise your hands to notify us.

Getting Started (iPad)

27

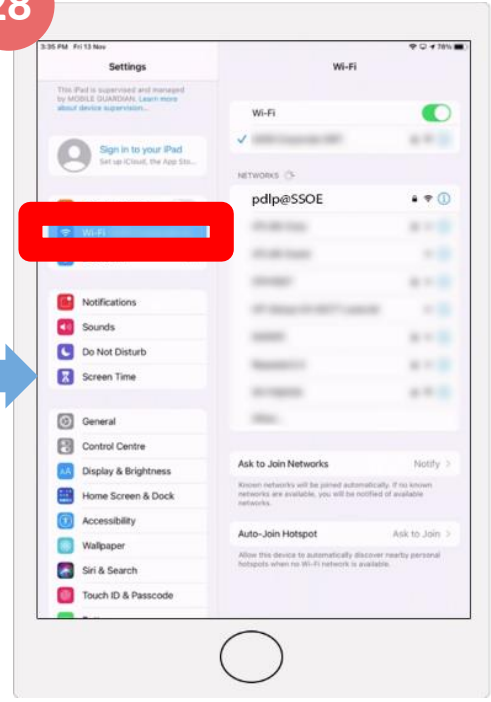
Step 27a:
Press the
iPad's Home
button.

Step 27b:
Tap on
'Settings'.

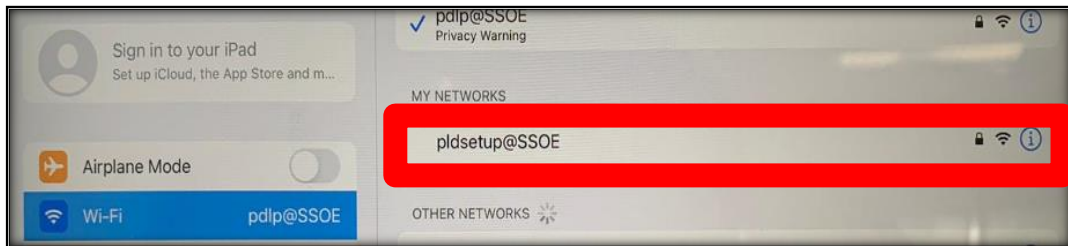


28

Step 28a:
Tap on 'Wi-Fi'.

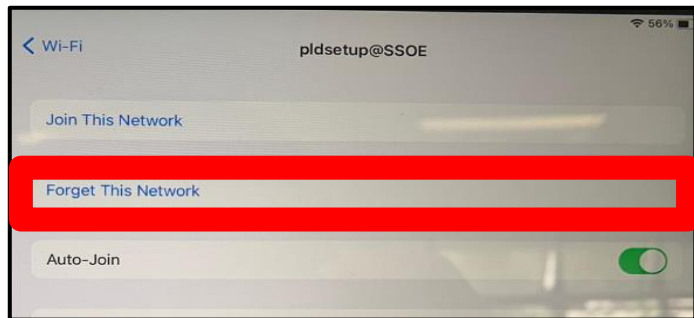


Getting Started (iPad)



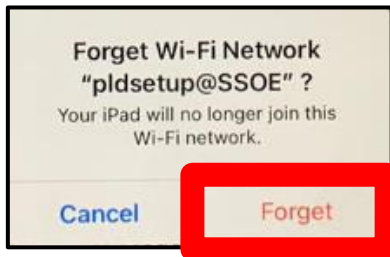
Step 28b:

Tap on 'pldsetup@SSOE'.



Step 28c:

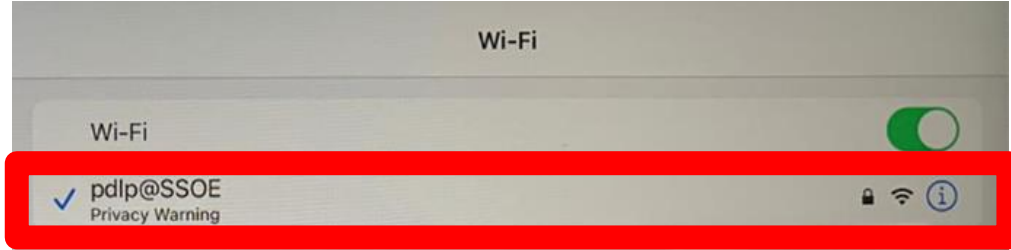
Tap on 'Forget This Network'.



Step 28d:

Tap 'Forget'.

Getting Started (iPad)



Step 28e:

**Make sure you
are connected to
'pdlp@SSOE'**

Congratulations!

You have completed your DMA installation successfully.

For further enquiries, please approach the
ICT at SRC (level 3)

End of Handover

- **Ensure** you have signed on the receipt.
- **Click** the Power Button to shutdown.
- **Keep** and remember to take all your device and accessories with you when you leave.
- **DO NOT** leave the class until you are told to do so.

Note:

Your device/accessories original boxes should be kept for 7 days for any 1 to 1 exchange should issues occur.



Ministry of Education
SINGAPORE