



MINISTRY OF EDUCATION, YOUTH AND INFORMATION



PROTOCOL FOR THE DISTRIBUTION OF TABLETS (LOAN PROGRAMME)



MINISTRY OF EDUCATION, YOUTH & INFORMATION

PROTOCOL FOR THE LOAN OF TABLETS

Based on the quantity of tablets currently in schools, it is recommended that Principals with the aid of the Guidance Counsellors select the students/households that are most vulnerable to receive the tablets on the loan's programme. This selection should be conducted based on the following:

- Students from the most remote areas with or without internet access
- Students from households in the remote areas with more than one child.
- **ONLY** one (1) tablet should be distributed to each household to expand reach.

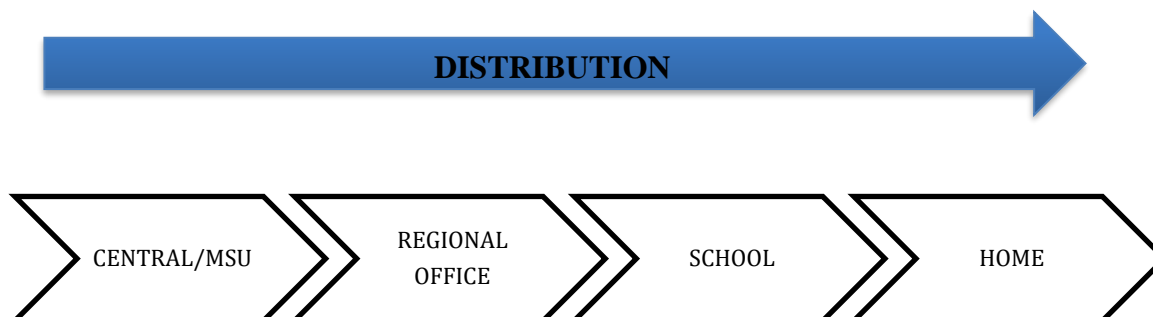
This information for the selected persons must be submitted to the Regional Office. The information submitted should include:

1. The Names of Students to be assigned laptops
2. The Names of the Parents/ Guardians
3. Addresses of Students
4. Number of students living in the household and the grade level

Kindly use the following link below to access the google sheet to be populated and submitted to your regional office.

<https://docs.google.com/spreadsheets/d/19t6UPtwQpktyMyutj0dKfQajwnJGOJ58YsLxtGQuzJU/edit#gid=0>

Chain of Custody & Accountability: From Distribution to Retrieval





Chain of Custody at the School level



Chain of custody/accountability for the tablets

1. Schools will contact the relevant parent who will come in with valid identification cards (for both parent (Government issued) and student) along with the child's birth paper. These documents are to be copied and signed indicating that the original was seen by the principal or his/her designate. Parents will then check for serial number and condition of the tablet. The parent will then sign the voucher indicating that they have received same and also sign an agreement accepting care and protection of the assigned tablet. This declaration should indicate that the Ministry at any time can request to see the tablets. Once distribution is completed, all documents are to be submitted to the Regional Office, verified and sent to the Ministry's Media Services Unit. The parent should also be provided in writing, the date and time for the return of the tablet.
2. On the agreed date and time, parents will return the tablet given to them on loan. The principal or his/her designate will then check the serial number and condition of the tablet. This will be inspected and any damage observed noted. Parents will complete and sign the asset return form (please see the attached). Copies of these and a full accountability report signed by the principal and the chairman should be submitted to the Regional Office.
3. Where damage is observed that necessitates repairs to be done to the tablet, arrangements should be made for the parent(s) to pay for the cost of repairs over a

period that shall not exceed 6 months. Special waiver can be made if the student is on PATH and the investigation has not shown negligence.

4. Where a tablet is reported stolen, the parent should provide a full report in writing supported by a police report. If a police report is not forthcoming, the parent should replace the tablet over a period not exceeding 10 months.
5. Once all the tablets have been returned/accounted for, a copy of all documents are to be submitted to the Regional Office, verified and sent to the Ministry's Media Services Unit. The original copy of the records should be retained at the school level.