

You too can own
a Laptop

Q&A

*"Every child is
a national asset"*



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

As a valued **State Paid Educator**, you may now purchase and own a **laptop** to assist you with your administrative work and to provide you with access to innovative learning and teaching materials. The Department of Education will assist you by providing a monthly laptop allowance.

How will a laptop assist you?

You will be able to use your laptop for all your administrative, teaching and learning needs as follows:

- You will have access to curriculum and school administration content loaded onto your computer.
- You will have access to educator development materials such as Microsoft Digital Literacy and Microsoft Partners in Learning.
- You will have access to the Thutong Portal and be able to retrieve curriculum support material, as well as examination, administration, management and professional development material. The website address for the Thutong Portal is: www.thutong.doe.gov.za.
- You will have access to e-mail which will improve your ability to communicate with fellow educators, district and provincial offices, the National Department of Education, friends and even parents.
- You will have access to the internet and hence a wealth of information.
- You will be able to store mark sheets, test and exam papers, lesson plans, worksheets and other materials electronically for re-use at any stage.

- You will also be provided with the South African School Administration and Management System (SA-SAMS) to improve the entire administration of your school.

Are you eligible for a laptop allowance?

- If you are a **permanently employed State Paid School Educator** and once your Provincial Education Department has issued a letter to you, indicating when you qualify to purchase a laptop, you will qualify for an allowance.

When can you purchase your laptop?

- The laptop initiative started on 1 July 2009.
- Your Provincial Education Department will provide you with a letter informing you that you are eligible for the laptop allowance.

What is the process to obtain the laptop allowance?

Step 1: *Preparation to purchase*

- A letter will be sent to you from your Provincial Department of Education stating that you qualify for a laptop allowance.
- Get the list of approved service providers from your Union or use any other service provider that can offer you the best deal.

- Obtain the laptop application form from your school or download it from the education website: www.education.gov.za

Step 2: *Purchase the laptop*

- Search for an approved service provider or any other service provider in your area.
- Purchase a laptop which meets the minimum specifications as stipulated by the Department of Education. These requirements are indicated on the application form.
- Check that the supplier provides you with all the recommended software.
- Check that all curriculum and educator development material is installed onto your laptop before leaving the service provider's premises.
- Request the service provider to assist with completing the technical specifications on the application form.
- Ensure that the service provider provides you with a certificate indicating that all software has been loaded.

Step 3: *Secure insurance cover for your laptop*

- Shop for suitable insurance package to cover your laptop for damage and loss. Most of the service providers from which you can purchase your laptop will be able to assist, however if they cannot, you can approach any insurance institution.
- Ensure that you understand the terms of the insurance policy and exclusions.
- Ensure that you understand the claim process.

Step 4: *Secure suitable internet connectivity*

- Decide on suitable internet connectivity with assistance of your service provider.
- Secure your chosen internet connectivity mode that should amount to at least 500 MB per month.

Step 5: *Apply for the laptop allowance*

- Complete and sign the application form.
- Read and sign the “Laptop Allowance Code of Conduct” document.
- Attach all relevant documents.
- Submit your application forms and all relevant documents to your school human resource section.
- Make the necessary stop order arrangements (if applicable).

Step 6: *Enjoy your new laptop*

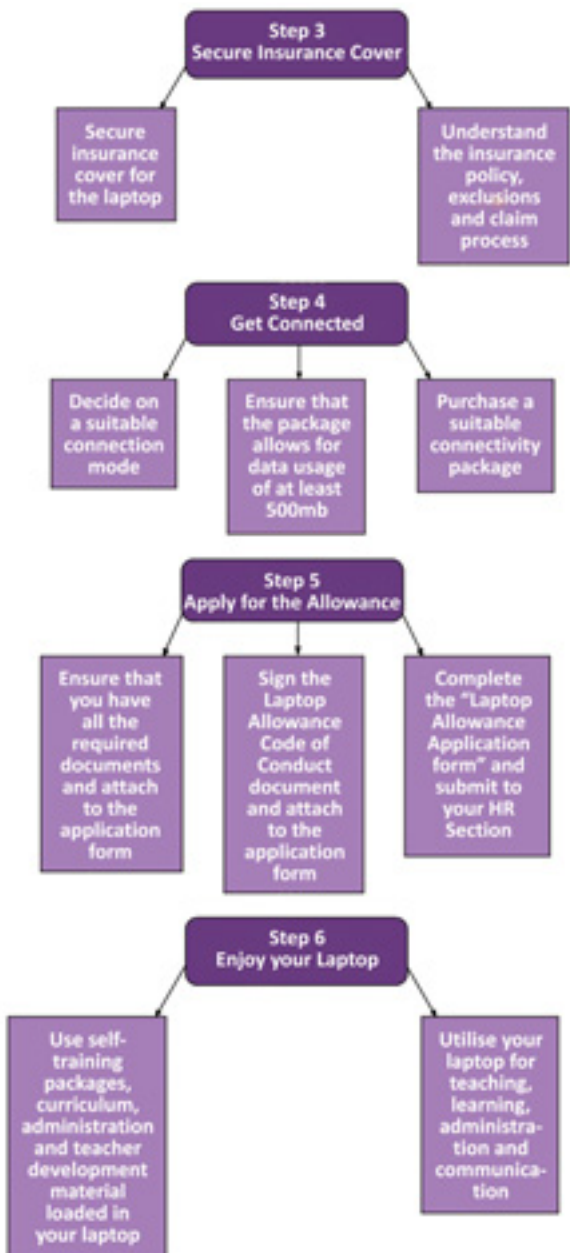
- Utilise self-training packages loaded onto your laptop to improve your computer skills.
- Obtain curriculum and teacher development material by down loading it from www.thutong.doe.gov.za
- Utilise your laptop optimally for teaching and learning by making use of the curriculum and teacher development information loaded onto you laptop.
- Ease your burden on school administration by utilizing the SA-SAMS package.
- Improve your communication with the education world.

In what instances will you be disqualified from the laptop allowance?

- If relevant proof of purchase and supporting documents are not submitted.
- If the laptop package does not meet the minimum specifications as set out by the Department of Education.
- If you purchase your laptop before you receive your letter from the Provincial Education Department indicating when you will qualify to purchase a laptop.

How to obtain a Laptop Allowance





Contact Details

Department of
Basic Education
222 Struben Street
Pretoria
Tel: (012) 357 3000

Mpumalanga
Extension 5
Riverside Park
Government Boulevard
Nelspruit
1200
Tel: (013) 766 5555

Eastern Cape
Steve Mukile Twete
Complex
Zone 6
Zwelitsha
Central Bisho
5605
Tel: (040) 608 4202/3

Northern Cape
Perseverance Building
156 Barclay Road
Homestead
Kimberley
8300
Tel: (053) 830 7160

Free State
Provincial Government
Building
55 Elizabeth Street
16th Floor, Room 1606
Bloemfontein
9300
Tel: (051) 404 8411

Gauteng
African Life Building/
Arcade
Room 1001
111 Commissioner Str.
Johannesburg
2000
Tel: (011) 355 0909

Kwazulu-Natal
228 Pieter Maritz Street,
3rd Floor
Pietermaritzburg
3200
Tel: (033) 355 2414

North West
2nd Floor, East Wing,
Garana Building,
James Moroka Drive,
Mmabatho
2735
Tel: (018) 387 3700/48

Limpopo Province
Voorwaarts (CESA1)
C/o 133 Biccard and
24 Excelcior Street
Room CESA1
Polokwane
0700
Tel: (015) 297 0013

Western Cape
23rd Floor
Golden Acre
Adderley Street
Cape Town
8000
Tel: (021) 467 2523/6