

---

**GOVERNMENT NOTICE**

---

**DEPARTMENT OF EDUCATION****No. 514****8 May 2009****TEACHER LAPTOP INITIATIVE**


I, Grace Naledi Mandisa Pandor, Minister of Education, have in terms of section 4 of the Employment of Educators Act, 1998 determined the following conditions of service for all qualifying educators as set out in:

**Annexure A : Policy relating to payment of allowance**

**Schedule A1 : Minimum specifications for the package:**

**Schedule A2 : Conditions for the teacher laptop initiative package:**

**Schedule A3 : Monthly allowance for the teacher laptop initiative:**

  
**Grace Naledi Mandisa Pandor, MP**  
**Minister of Education**  
Date: 30-04-2009



Department of Education

## Annexure A

### TEACHER LAPTOP INITIATIVE POLICY

1. Every school-based educator employed in terms of the Employment of Educators Act and who occupies a permanent post on the establishment would be eligible to qualify to participate in the initiative.
2. The initiative will consist of a package with minimum specifications as detailed in **Schedule A1**.
3. Educators will become eligible to participate in the initiative as from 1 July 2009 in a phased manner over two years.
4. PED's will implement the allowance on a preference list of educators based on their seniority.
5. Educators will be informed of the date from which their purchase of the package will be eligible for an allowance.
6. Provincial education departments who have the necessary capacity may complete the implementation process to all eligible educators within the 2009/10 financial year.
7. The commencement date of 1 July 2009 may be extended by the Minister at the request of CTU employer party in respect of their members. Any such extension will be published separately in a Government Notice.
8. Participants who are willing to utilize the package under the conditions as detailed in **Schedule A2** will receive a monthly allowance as detailed in **Schedule A3** for a period of 5 years.

9. Participants will on their own source the package conforming to the minimum specifications in Schedule A1 from service providers approved and listed by the registered CTU's.
10. The allowance will be extended for further periods of 5 years subject to conditions as detailed in **Schedule A2**.
11. The Minister may therefore, after consulting with the Minister of Finance, change the amount of the monthly allowance and replace the monthly allowance as detailed in **Schedule A3** for further periods of 5 years.
12. The allowance will only be payable on proof of adherence to the minimum specifications as detailed in **Schedule A1**.
13. The allowance will be discontinued if the conditions as detailed in **Schedule A2** are not met. A non-negotiable default termination of allowances is prescribed for non-compliance with prescribed conditions.
14. On resignation, termination or retirement the allowance will cease.
15. Participants may be eligible for tax rebates on the costs of the package. Further investigation will be undertaken by the ELRC on the possibility of a special tax dispensation for educators who participate in this scheme.
16. The ELRC will also discuss the implementation of the scheme with the office of the Credit Regulator and the Financial Institution Board with the understanding that no educator would be unduly prejudiced with the implementation of this scheme.
17. Persal facilities will be made available to the educators for the direct payment of the computer package. Educators will have to sign stop orders made payable to the service providers.
18. Stop orders will only be processed to those service providers appropriately accredited by the CTU unions in the ELRC. The unions will have to submit to the PED and DoE lists of accredited providers for stop order purposes.
19. Stop orders will be approved to the maximum of three times (3X) the monthly allowance payable to educators as per the monthly allowance as detailed in Schedule A3.

20. A code of conduct would be issued to all participants who access the allowance related to the initiative. This is to ensure that the tool is utilized as prescribed and especially to assist the educator to improve the quality of teaching and learning.

## Schedule A1

### Minimum specifications for the teacher laptop initiative package:

1. The following would constitute the minimum requirements of the package:

Requirement
<ul style="list-style-type: none"><li>• Hardware and Operating System specifications (see 2 below);</li><li>• Software and content image (see 3 below);</li><li>• Access to Internet connectivity;</li><li>• Use of a common domain e-mail address;</li><li>• Insurance policy covering the laptop; and</li><li>• Proof of purchase.</li></ul>

2. The following specifications are to be implemented:

Specification
<ul style="list-style-type: none"><li>• 160Gb Hard Drive</li><li>• 1024 Mb RAM</li><li>• DVD/RW Multi-Drive (internal/external)</li><li>• 9" LCD screen</li><li>• Integrated keyboard</li><li>• Integrated 2-button pointing device (mouse)</li><li>• Wireless LAN, Ethernet LAN, and Voice-Fax Modem</li><li>• Built-in speakers and microphone</li><li>• Windows XP or higher</li><li>• 2 USB ports</li><li>• Integrated rechargeable battery with a battery life of 2 hours per charge</li><li>• Three-Year Carry-In Warranty (excluding battery)</li></ul>

## 3. Software and image:

Component	Supplier
<ul style="list-style-type: none"> <li>• Software to be loaded will include:               <ul style="list-style-type: none"> <li>• Licence key for operating system and upgrade to Windows XP or higher;</li> <li>• Licence key for Microsoft Office Enterprise:                   <ul style="list-style-type: none"> <li>○ Microsoft Office Access 2007</li> <li>○ Microsoft Office Communicator 2007</li> <li>○ Microsoft Office Excel 2007</li> <li>○ Microsoft Office Groove 2007</li> <li>○ Microsoft Office InfoPath 2007</li> <li>○ Microsoft Office OneNote 2007</li> <li>○ Microsoft Office Outlook 2007</li> <li>○ Microsoft Office PowerPoint 2007</li> <li>○ Microsoft Office Publisher 2007</li> <li>○ Microsoft Office Word 2007</li> </ul> </li> <li>• Licence key for Microsoft WL@Edu (Windows Live - access to an e-mail address); and</li> <li>• Licence key for Symantec Anti-virus software.</li> </ul> </li> </ul>	<p>Microsoft Agreement</p> <p>Microsoft Agreement</p> <p>Microsoft Agreement</p> <p>Symantec S A</p>
<ul style="list-style-type: none"> <li>• Content to be loaded include:               <ul style="list-style-type: none"> <li>• School administration package of SA-SAMS</li> <li>• National Curriculum Materials                   <ul style="list-style-type: none"> <li>○ National Curriculum Statements</li> <li>○ Learning Programme Guidelines</li> <li>○ Subject Assessment Guidelines</li> <li>○ Qualifications and Assessment Policy Documents</li> <li>○ Exemplars</li> <li>○ Matric Exam Papers</li> <li>○ Teacher Training Manuals and Teacher Guidelines</li> </ul> </li> </ul> </li> </ul>	<p>Department of Education</p> <p>Department of Education</p>
<ul style="list-style-type: none"> <li>• Teacher development materials:               <ul style="list-style-type: none"> <li>• Microsoft Digital Literacy (teach and assess basic computer concepts and skills so that people can use computer technology in everyday life); and</li> </ul> </li> </ul>	<p>Microsoft Agreement</p>

Component	Supplier
<ul style="list-style-type: none"><li>• Microsoft Partners in learning<ul style="list-style-type: none"><li>○ ICT Skills for Teachers (introduce new users to ICT skills in the context of their roles as teachers)</li><li>○ One Step Further (develop the information skills and take teachers one step further in their developing ICT literacy)</li><li>○ ICT Integration (WebQuests)</li><li>○ ICT Leadership for Education Managers</li><li>○ 21st Century School Leadership</li><li>○ Peer Coaching</li><li>○ Deploying Student Technical Support Solutions.</li></ul></li></ul>	Microsoft materials developed for the Department of Education

## Schedule A2

### Conditions for the teacher laptop initiative package:

1. The allowance is meant to assist the educator in their learning and teaching experience as well as the administration of their learning and teaching and therefore it should be available for inspection by officials of the education departments.
2. The educators should download important information when required to do so by the PED or DoE.
3. The Principal of the school needs to verify that the package is being used and is accessible once a quarter and the principal to maintain a register to this effect.
4. The educator is required to send e-mail on the 1<sup>st</sup> of every month after the payment of the first allowance to [teacherlaptop@doe.gov.za](mailto:teacherlaptop@doe.gov.za). The e-mail must contain the Persal number of the educator in the "re" field and in the body of the e-mail the name of the educator, the name of the school and the telephonic contact details of the educator.
5. In order to obtain the allowance, the educator must complete an application form and provide proof of purchase.
6. The application form should contain the name of the educator, their contact details (school, physical, postal, e-mail and telephonic), the name of the service providers, the brand name of the computer, the model of the computer, the serial and OEM numbers of the computer, the name of the insurance company and the policy number, the name and versions of the software.
7. The educator needs to keep these details updated by completing a changed circumstances form and submitting the same to the Provincial Education Department and by submitting it by e-mail to [teacherlaptop@doe.gov.za](mailto:teacherlaptop@doe.gov.za).



8. In the event of loss or damage to the package the educators need to ensure that it is replaced within 30 days for continuation of the allowance.
9. The allowance can be withdrawn in cases of abuse of this scheme.

### Schedule C

#### Monthly allowance for the teacher laptop initiative:

1. The allowance payable to qualifying educators is R130 per month.
  2. The allowance is based on a costing of the *minimum specifications in Schedule A* estimated at R11 750 made up of Hardware @ R4000, Software (discounted) @ R350, Insurance @ R1200 and connectivity @R6000. R11 750 equals R195.83 over 60 months.
  3. These are merely indicative figures and educators may configure the package to suit them within the *minimum specifications in Schedule A*.
  4. The Minister of Education may review this allowance after consultation with the Minister of Finance with effect from 1 April 2014 and 5-year periods thereafter.
-