



CIRCULAR

Ref: DDLTS 26/2025

From: Dr. Omar Seguna – Education Officer Digital Literacy

To: Directors General
Chief Information Officers
Chairpersons/Chief Executive Officers
Directors/Assistant Directors
Heads College Network
Heads of Schools (State and Non-State)
Education Officers/Heads of Department

Subject: Knowing your children's 2-in-1 device

Date: 3rd December 2025

Heads of schools are kindly requested to inform parents/guardians of children in Year 4 to Year 9 who have been provided with the 2-in-1 device about the short online session entitled '*Knowing Your Children's 2-in-1 Device*'.

The aim of this session is so that parents will be aware of :

- a) How to better use the 2-in-1 device for educational use and safely.
- b) The Microsoft 365 apps like Sway and its basic use by their children
- c) The use of Adobe Express.
- d) The use of e-Skola
- e) The use of Reading Coach as a stand-alone app
- f) The use of Microsoft Teams by students

Further to this parents / guardians will be informed about how their students can browse safely and the presence of the Cisco umbrella.

The session is going to be on the **17th of December 2025, at 6pm**
Another session is going to be repeated on the **15th of January 2026, at 10am**

Registration: https://bit.ly/2in1_session

Mr. Neil Attard
Director
Directorate for Digital Literacy and Transversal Skills