

Kigali, on 26/08/2024
N° 3251/REB/06/2024

- Mayor of District (All)
- District Executive Administrator (All)

Through: Permanent Secretary/MINALOC

Dear Madam/Sir,

Re: Invitation to one day workshop on schools ICT devices maintenance

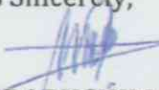
The Rwanda Basic Education Board (REB) aims at improving the quality and relevance of Education through the integration of ICT in all subjects at all levels of Education. To support integration of ICT in teaching and learning, ICT devices, including laptops, projectors, tablets and others, were provided to schools in line with equipping the smart classrooms and increasing the penetration and utilisation of ICT devices in schools.

Reference made to different school inspection and audit reports, poor management of ICT devices is reported in schools including idle devices, misused devices, stolen devices and damaged devices due to mismanagement of smart classrooms.

In this context, I would like to invite District Director of Education DDE in your district to attend a one day workshop on **Tuesday 10th September 2024, from 9:00am to 4:00pm**, at REB Training Center to discuss strategies for effective ICT device management and maintenance in schools. Due to urgency of this meeting the attendance in person is compulsory. To maximize the outcome of the workshop, participants from far districts are requested to be in Kigali, one day before the day of the workshop. All related logistic expenses will be covered by REB.

For more information, you may contact Mr. SIBOMANA Aimable, the E-Assessment Data Mining and Learning Analytics Specialist via Tel:0788410522 or Email:asibomana@reb.rw

Yours Sincerely,


Dr. MBARUSHIMANA Nelson
Director General



Cc:

- Hon. Minister of Education
- Hon. Minister of State for Education
- Chief Executive Officer / RISA
- Permanent Secretary /MINEDUC



WORKSHOP AGENDA

Time	Subject	Responsible Person
9h:00 – 9h30	Reception and Registration	All Participants
9h30 – 10h00	Coffee Break	All participants
10h30 – 10h00	Opening and Welcome	REB DG
10h00 – 10h30	Activities of ICT in Education in schools	Ag. ICTE HoD
10h30 – 12h30	Presentation on different school's reports on devices management	KAMARA
12h30 – 13h30	Lunch Break	All Participants
13h30 – 14h30	Work in groups on problem encountered in schools and find solutions.	All participant
14h30 – 15h00	Presentation	DDE Representative
15h00 – 15h30	Closing remarks	REB DG
15h30 – 16h00	Coffee Break	All participant

