



Queenstown Secondary School

Device and Technology Acceptable Use Policy (AUP)

Note to All Students:

Computing devices and access to the internet have become a necessity for work, play and learning in the 21st century. As you navigate the digital space, you should do so in a safe and responsible manner.

Students are reminded to observe the guidelines stated in this Acceptable Use Policy (AUP) on the use of their Personal Learning Devices (PLDs) and the school's ICT resources. ICT resources include, but are not limited to, the following: MOE/school-deployed ICT system accounts, the Device Management Application (DMA) and school's internet network.

The AUP outlines the goals and expectations for acceptable PLD use. Non-compliance may lead to disciplinary action in accordance with the school's discipline policy.

The policies, procedures, and information within this document apply to all PLDs used in school by students, staff, or guests; these also apply to any other devices considered by the Administration to fall under this policy.

QTSS Acceptable Use Policy

1. General Guidelines

- Students are responsible for the **ethical use** of their PLDs and the school's ICT resources.
- Students are to abide by the school's Acceptable Use Policy (AUP).
- Possession/transmission/sharing of any inappropriate digital material is strictly prohibited. This includes, but is not limited to the following: confidential information, copyrighted materials, inappropriate or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer or the files of another users, without the consent of the individual or the school administrator is considered an act of vandalism and will be subjected to disciplinary action in accordance with the school rules.

2. Privacy and Safety

- Students should be careful not to reveal their personal particulars online, such as their full name, phone number, home address, NRIC, or passwords, in view of Personal Data Protection Act (PDPA).
- Students should not take photographs, videos, or make audio recordings of any school staff or student without their permission.
- The school reserves the right to access students' PLD for investigation if students are suspected to violate the school's AUP.
- Students should use their PLDs for legal and ethical activities that promote learning.
- Student should immediately inform a teacher if he/she comes across inappropriate websites, such as those containing obscene, pornographic, extreme violence, falsehood or otherwise offensive material.

3. Legal Propriety

- Students must comply with trademark, copyright laws and all licence agreements.
- Plagiarism is a violation of the school's discipline code. Students are reminded to give credit to all sources used, whether quoted or summarised. This includes all forms of media on the internet, such as graphics, movies, music and text.

4. Communication platforms (i.e. Emails, MS Teams)

Students should use their assigned Student Gmail and MS Teams Account for education purposes only.

While using these accounts, students are to be mindful about the following:

- To be respectful and use appropriate language.
- To be focused during lessons and not to use the PLD to communicate/chat privately with others.
- To limit official online communication to between 7am to 6.30pm, unless it is an emergency.
- Not to transmit language/material that is profane, obscene, pornographic, abusive or offensive to others.
- Not to send mass e-mails, chain letters, spam or viruses to others.

5. Consequences

- Non-compliance with the Acceptable Use Policy will result in disciplinary action as outlined in the school rules and/or other school policies.
- The school reserves the right to check, access, limit access and/or confiscate students' PLDs, if students are suspected to have violated the AUP, school rules and expectations, and/or the law.

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Personal Learning Device (PLD) Pledge

Safe Usage

- I will take care of my well-being when using my PLD.
- I will practise the good ICT habits as mentioned in the PLD User Guide and Advisory (PUGA).
- I will alert a trusted adult immediately upon coming across any instances of inappropriate use/content when using my PLD which may compromise my learning or safety.
- I will not attempt to modify, uninstall or de-enroll the Device Management Application (DMA) on my PLD.

Respectful Usage

- I will respect myself and others when using my PLD.
- I will uphold our school values when using my PLD and will always be courteous, honest and respectful when treating others, with the same respect I wish to receive from others.
- I will respect the classroom learning routines as stated in PUGA.
- I will not take photographs, videos or audio recordings of other individuals without their permission.
- I will also not share or post such digital contents on the internet without their consent.
- I will limit my official online communication to between 7am to 6.30pm, unless it is an emergency.

Responsible Usage

- I will bring my PLD to school daily.
- I will take full responsibility for the care and safe-keeping of my PLD. I will not hold the school responsible for any damage or loss of my PLD.
- I will always lock my PLD in my assigned locker when not in use, e.g. during recess, PE or CCA.
- I will ensure that my PLD is charged daily at home before bringing it to school. Should I need to charge it in school, I will need to seek teachers' permission before charging at the school's designated charging stations during recess and/or after-school hours.
- I will ensure that I have my PLD with me during lessons and use it only for learning purposes. All other electronic devices such as mobile phones will be switched off and kept in my assigned locker at the start of the day.
- I will be responsible for all damage or loss caused by neglect or abuse for my PLD, as well as any other school-owned ICT facilities, equipment and resources.
- I will not disassemble/modify any part of my PLD or attempt to repair it on my own.
- I will file a police report in the event of theft /loss and report it to the school.
- I will comply with the school's Acceptable Use Policy (AUP), while in school as well as out of the school, and understand the consequences for non-compliance.