

# **ACCEPTABLE USE POLICY (AUP)**

## CANBERRA SECONDARY SCHOOL

### [STUDENT GUIDE]

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## Introduction

In an ever-changing world, Information and Communications Technology (ICT) has become an essential part of learning. Canberra Secondary School uses ICT as a teaching and learning method to develop students' key skills and help them become proficient in using technology.

The school prioritises conducting classes and activities without unnecessary distractions or disruptions. Therefore, students must use technology, including their Personal Learning Devices (PLDs) such as laptops, tablets, and mobile phones, responsibly, ethically, and respectfully. This use must be appropriate and consistent with the school's Standard Operating Procedures and Acceptable Use Policy. Students must always consider the possible effects of their actions when using technology at school or at home.

The school aims to empower students to make their PLD and internet experiences safe and responsible. Online safety is taught as part of Character and Citizenship Education (CCE) lessons to educate students on avoiding dangerous, inappropriate, or unlawful online behaviour. Cyber wellness matters are also communicated during Year Head cohort talks and CCE lessons.

This Responsible Use of Technology policy ensures that students benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege.

The school's vision is for all three key stakeholders, the school, parents, and students, to collaborate in creating an engaged and effective learning environment that better equips students for the 21st century.

# **Standard Operating Procedures for Using Computing Device**

## **1. Use of Computing Device (Access)**

1. During curriculum time, devices must only be used during lessons or when working on tasks and activities assigned by teachers. Students must stay on relevant sites and remain on task when using their devices at all times.
2. When teachers need students' attention, students must turn their devices over so the screens face down. Students must follow these instructions:
  - 'Screens down': Put the screen face down and pay full attention to the teacher.
  - 'Screens up': Continue with the learning activity on your device.
3. When working on activities that involve audio, such as watching videos, students must use personal earphones. Students without earphones must set the volume to an appropriate level that does not disrupt others.
4. When Personal Learning Devices (PLDs) require internet connection, students must ensure their device's Wi-Fi is switched on and connected to pdlp@SSOE.
5. For password issues, such as being unable to access MIMS, students should inform their Form Teacher (FT) or contact the ICT Associate at Computer Lab 1-1.
6. For SLS password issues, students are responsible for resolving problems as soon as possible. They must first attempt a password self-reset where possible. If this fails, they may approach the ICT Associate for assistance.

## **2. Use of Computing Device (Security)**

1. CCTVs are installed in every classroom for greater security.
2. For outdoor learning with the devices, students are required to exercise due diligence to look after their devices and accessories, and not leave them unattended or unsupervised. The devices and accessories should be stored in their school locker when not in use.
3. Students should form the habit of checking frequently and ensuring that the PLD are always kept with them. Any PLD that is seen lying around such as on the tables when the whole class is not in the classroom will be picked up and passed to the ICT Associate in the Computer Lab 1-1 for safe keeping.
4. For any loss of device, students are to report to their FTs or subject teachers **immediately** who will then alert the Operations Manager. The school will advise the next course of action such as making a police report if necessary.

### **3. Use of Computing Device (Management)**

1. Each student's device will be installed with a Device Management Application (DMA) in 3 different areas by default to help in managing the devices. For in-school use of the PLD, schools will have the autonomy to manage the default settings and operate the DMA solution, based on the baseline policies that MOE HQ provide:
  - Mobile Device Management - Allow for central administration of the personal learning devices to ensure consistent remote deployment of applications as well as security patches.
  - Usage Management – Restrict the type of apps and websites accessible by the students and limit the amount of screen time through technology.
  - Classroom Device Management - Enable teachers to actively monitor and control the students' screens in class.
2. Students are required to hold their devices securely with their hands when handling the devices/moving from one location to another.
3. Students are not allowed to charge their devices in the classroom which includes charging their devices due to low battery after curriculum usage. They are responsible for charging their devices at home every day. Students should ensure that their personal device is fully charged before bringing it to school.
  - i. For contingency situations such as students on FAS and who do not have the means to charge at home, students may be allowed to charge their devices using the power points in the library or any charging stations set up in the school.

#### **Emergency loan of school-owned devices**

4. For students who forget to bring their devices, they can loan school-owned devices for that day.
5. The students will go to Computer Lab 1-1 and look for Miss Jacqueline Koh or Desktop Engineers (DEs) to sign out their devices before the flag-raising at 7.40am and return the devices at the end of the school day at 2.30pm.
6. Students must **return the devices by 2.30pm and not later such as after their CCA** to minimise the risks of losing the devices/theft/mishandling the devices.
7. Students are **not allowed to bring the loaned devices home**.
8. Students must remember to bring their devices as part of their learning responsibility. The ICT Associate will track students who forget to bring their devices and loan out school-owned devices. When students borrow a device for the second time, the ICT Associate will alert Form Teachers so they can follow up with the student and inform parents about the student's responsibility to bring their PLD to school. Repeated cases will result in referral to the Year Head and possible disciplinary action. In such cases, school discipline measures and consequences apply.

# **Acceptable Use Policy (AUP) Agreement**

Canberra Secondary School aims to advance and promote education by supporting collaboration and information exchange. The successful operation of the internet and other related technological services requires all students to treat the system as a shared resource. Students must cooperate to form a community with diverse interests but a common purpose of advancing education. Therefore, all students must conduct themselves in a responsible, ethical, and polite manner.

To ensure a safe and conducive learning environment, students are to abide by the rules stated in this Acceptable Use Policy Agreement.

This policy applies to all students in this school and covers their use of the school's ICT facilities, equipment, and resources, as well as students' personal devices (such as mobile phones, tablets, and laptops). ICT facilities, equipment, and resources include, but are not limited to, the school's internet network, Computer Labs, hardware (such as laptops, tablets, and computers), software (such as the school's learning management system, productivity software, and online tools), and peripherals (such as projectors, scanners, and cameras).

## **General**

1. Students are responsible for their personal learning devices (PLD). Although the PLD that students are getting under the MOE bulk tender comes with a 3-year insurance coverage that includes 2 repairs or 1 replacement (2026 Sec 1 cohort), **students shall note that accidental loss is not covered by the insurance.**

Insurance Coverage	Claimable
<ul style="list-style-type: none"><li>• Fire</li><li>• Lightning</li><li>• Power Surges</li><li>• Accidental e.g. water spillage, drop etc.</li><li>• Theft due to forcible entry</li><li>• Robbery*</li></ul> <p><b>*Accidental loss will not be covered by insurance</b></p>	2 repairs or 1 replacement (3-year insurance)

2. The school will not be held responsible for any damage, theft, or loss of their devices. In the event of loss or theft of devices, students must report the matter to the school immediately.
3. Students shall bring their PLD home with them at the end of every school day.
4. Students shall not use the school's electrical power to charge their own personal devices. Students should ensure that their personal devices are fully charged before bringing them to school.

5. Students' PLD are installed with Device Management Application (DMA). When enrolled, the software will manage students' device usage based on settings selected. **Students should not attempt to uninstall or de-enroll themselves from the software.** Any violation might lead to disciplinary action in accordance with the school's discipline policy.
6. Students are responsible for regularly backing up their learning materials in their PLD to prevent data loss.
7. Students are only allowed to use their devices when working on school related activities or doing schoolwork. Students are not allowed to use their devices to engage in inappropriate activities such as online chats, watching irrelevant video clips and playing games even during recess and lunch breaks.
8. Students shall not use their devices to store, modify or create content (e.g. documents, presentations, pictures, videos) that is pornographic or defamatory in nature.
9. Students shall not use their devices for any online trade (i.e. buying and selling of goods and services).
10. Students are responsible for using school-owned ICT facilities, equipment, and resources for the purpose of learning.
11. Students are responsible for any resource that is borrowed from school for the duration of the loan. The student will bear the cost of damage, theft, or loss due to negligence and face disciplinary action in accordance with the school's discipline policy.

### **Account**

12. Students are responsible and accountable for all activities conducted via their own account(s), including logging in to the school's wireless network for internet access.
13. Students are responsible for the security of their account IDs and passwords. All account IDs and passwords should not be shared with anyone.
14. Students shall change their passwords every 90 days.
15. Students are to use their full name as stated in their EZ-link cards/NRIC for all account IDs. Aliases, nicknames, and pseudonyms are not allowed.
16. Students shall not use their accounts for any illegal or unethical activities. These include posting online remarks that are racially and religiously insensitive, vulgar and/or offensive statements, disruptive of public order and intentionally causing emotional distress/harm to others.

17. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly.
18. Violation of any policies, rules or administrative procedures may result in a temporary suspension or revocation of the student's account. The student may also face disciplinary action in accordance with the school's discipline policy.
19. The school reserves the right to record and retain data on school-owned devices and/or accounts issued by the school for investigation or evidence

### **Email, Internet and Social Media**

20. Students are to exhibit positive online behaviour, practice safe and responsible use of their devices, and be always respectful of self and others.
21. Students shall be responsible for all content that they upload, post, email, transmit or otherwise make available via the school network.
22. Students shall not upload or download, send or post, enter or publish any content on the internet that is objectionable or illegal under the Singapore Law.
23. Students shall not post or share any content on the internet that is against the public interest, public order, national interest, racial and religious harmony, or which offends good taste or decency, or is otherwise indecent, obscene, pornographic, or defamatory.
24. Students are reminded that threats, harassment, embarrassment, impersonation, and intimidation to others are chargeable offences under the Singapore Legal System.
25. Students shall be mindful of the public nature of the internet and shall not discuss or disclose confidential and proprietary information of the school or any organisation.
26. Students are expected to remain courteous and polite in all online interactions.

### **Privacy and Safety**

27. Students shall be respectful of all staff and students and their rights to privacy.
28. Students shall be mindful of the need to protect their own privacy. Students should not expect that data stored in social media platforms or email servers are private.
29. Students shall not reveal their personal details (e.g. phone number, home address, NRIC, passwords, or passwords of other people) openly online.
30. Students shall be discerning when accessing websites. They shall avoid websites of unknown or disreputable origin.

31. If students inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a trusted adult (e.g. parents or teachers) immediately.
32. Any attempt to alter data, the configuration of a computer, or the files of another student, without the consent of the individual, is an act of vandalism and subject to disciplinary action in accordance with the school's discipline policy.
33. School will use DMA to blacklist known sites that are inappropriate and track students who are browsing undesirable sites.

### **Intellectual Property**

34. Students shall not access, download, copy or share any copyrighted materials (such as pictures, videos, music) without explicit permission from the owner.
35. The rights of all materials and data created using the school's ICT facilities and resources are jointly owned by the school and the student.
36. Student's work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom website.

### **Software**

37. Students shall not own, copy, install or share software in an unauthorized or illegal manner.
38. Students should install anti-virus software for PLD that require the protection. However, anti-virus software is unnecessary for iPads due to the unique design of its operating system.

### **Use of Artificial Intelligence (AI)**

39. Students must ensure that they meet the minimum age requirement specified in each AI tool's age restrictions before using it.
40. If the use of AI is permitted, students should acknowledge the use of AI in weighted assessments and homework as required.
41. Students are to practice academic integrity and be responsible for their own learning when using AI. Understand that students are ultimately short-changing themselves if they pass off other's work as their own.
42. Student should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

## **Contacts**

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