CHANGKAT CHANGI SECONDARY SCHOOL

Acceptable Use Policy (AUP) for use of EdTech Resources

Purpose of the Acceptable Use Policy (AUP)
Technology is an essential part of learning in today's world.

This Acceptable Use Policy (AUP) establishes guidelines on the appropriate use of EdTech resources to help you understand how to use these resources safely and responsibly, in line with efforts to develop your digital literacies and growth as digitally responsible citizens.

EdTech resources include the following, but are not limited to:
- Learning devices (e.g. Personal Learning Devices (PLDs), school devices)
- ICT system accounts (e.g. Singapore Student Learning Space (SLS), iCON); and
  school internet networks.

General

1. You should not attempt to access data, system and information that you are not authorised to.

2. You are reminded that the use of learning devices and school's EdTech resources should solely be for the purpose of learning.

Using your PLD

3. You are responsible for your PLD. In the event of loss or theft of the device, you must make a police report and report the matter to the school.

4. In order to have a positive learning experience, you should ensure that your PLD is fully charged before bringing it to school.

5. You are reminded to keep your PLD updated by installing the relevant patches and updates when being prompted by the system.

6. All PLDs are installed with a Device Management Application (DMA) to support a safe and conducive learning environment. You should not attempt to bypass the DMA.

7. You are responsible for regularly backing up your learning materials in your PLD to prevent data loss.[1]

[1] *Access the Student Self Help Page for more Information: go.gov.sg/pldselfhelp*

Being a Responsible Digital Citizen

8. You should interact with others in a respectful and responsible way. You should not post online remarks that are

- racially and/or religiously insensitive,

- vulgar and/or offensive, or

- hurtful to others.

9. You should not use any devices to

- store, modify, create or share content (e.g. documents, presentations, pictures and videos) that is inappropriate (e.g. indecent, pornographic, defamatory, hurtful to self or others).

- make threats, cause harassment or embarrassment, impersonate or intimidate others.

10. In addition, when using your mobile devices in school, you should

- keep devices on silent mode during curriculum hours; only making or answering calls or messages when given approval by teachers.

- respect the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson

- respect others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages

- obtain appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

11. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).

Non-compliance with the above will lead to disciplinary action in accordance with the school's discipline policy.

Staying Safe and Secure online

12. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).

13. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school.

14. You are reminded to develop online safety habits. This includes not disclosing personal access credentials (e.g. MIMS password, PLD passcode, etc.), sensitive personal data (e.g. home address, passwords) online or on AI platforms, verifying credibility of online content before sharing, avoiding clicking on suspicious links or downloading unknown files, and being cautious when interacting with others online (e.g. on social media) by not engaging with strangers.

15. You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

iOS App Store

16. You will not be required to purchase any Apps or in-App Purchases.

17. You will not be required to install or download any Apps as the school will provide all the necessary Apps required.

18. The school will not take any responsibility for any purchases made by the student account or family sharing accounts.

Respecting Copyright

19. You are reminded to obtain explicit permission from the content owner(s) before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).

20. You should not use, copy, edit or share digital files in an unauthorised or illegal manner.

Using Artificial Intelligence (AI)

21. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.

22. You are to practice academic integrity and be responsible for your own learning when using AI. Understand that you are ultimately short-changing yourself if you pass off other's work as your own.

Terms of usage of Loaned ICT Devices in school

23. You are responsible to carry their device in the protective case at all times.

24. You are responsible to back up their data securely through their school Gmail and iCloud account if possible.

Damage or loss of equipment

25. All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

26. Any misuse, vandalism, damage, loss or theft of the device must be reported immediately to the school.

27. In the case of loss or accidental damage, a statement must be signed by the student and further actions may be taken from the school.

28. If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the school may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

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.
Failure to adhere to the rules above will result in the students facing disciplinary action in accordance to the school's discipline policy.

_____   _____
Student Name and Class   *Parent's Name*

_____   _____
Student Signature   *Parent Signature*