



Evergreen Secondary School (EVG) **Acceptable Use Policy (AUP)** **for use of EdTech Resources**

Purpose of the Acceptable Use Policy (AUP)

Dear Student,

1. Technology is an essential part of learning in today's world. Computing devices and access to the Internet have become a necessity for work, play and learning in the 21st century. The EVG Personal Learning Device (PLD) Initiative is designed to nurture our students for the digital economy and guide them in developing good Cyber Wellness habits. It is thus **important that all students abide by the rules stated in this Acceptable Use Policy (AUP) to help create a safe and conducive learning environment in Evergreen Secondary School for yourself and your friends.**

2. 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. iPad Personal Learning Devices (PLDs), school devices)
- ICT system accounts (e.g. Singapore Student Learning Space (SLS), iCON); and school internet networks.

For more information, please refer to:

Student Kit on Cyber Wellness and Learning with a Personal Learning Device (Secondary) – <https://go.gov.sg/cw-studentkit>

3. **Violation of any policies, rules or administrative procedures may result in a temporary suspension or revocation of your account. You may also face disciplinary action in accordance with the school's discipline policy.**

A) General

1. **You should not attempt to access data, system and information that you are not authorized to.**
2. You are reminded that the use of learning devices and school's EdTech resources should solely be for the purpose of learning.

B) Using your PLD

1. **You are responsible for your iPad PLD and are also responsible for bringing it to school when instructed.**
2. In order to have a positive learning experience, you should ensure that your PLD and necessary accessories (e.g. Apple Pencil) are fully charged before

bringing it to school. You should not use the school's electrical power to charge your own personal device.

3. You are reminded to keep your PLD updated by installing the relevant patches and updates when being prompted by the system.
4. You are each provided with a personal locker (outside of your classroom) to store items such as personal devices. You must practice good security and privacy habits, and must not share your own personalised locking codes of your lockers with other people.
5. You should bring your personal device home with you at the end of every school day. You should not keep your personal device in your locker after school hours or over weekends. **"School hours" include CCA time and other periods of activities after classroom lessons.**
6. The school will not be held responsible for any damage, theft or loss of your device. In the event of loss or theft of the device, you must promptly make a police report and report the matter to the school. The police report is vital for insurance claim as well where relevant.
7. You are responsible for using school-owned ICT facilities, equipment and resources for the purpose of learning. Personal use such as gaming and engaging in social media platforms is strictly prohibited.
8. You 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 to the school's discipline policy.
9. All PLDs are installed with a Device Management Application (DMA) to support a safe and conducive learning environment. When enrolled, the DMA will manage students' device usage based on settings determined by the school. You should not attempt to bypass the DMA, uninstall or de-enroll from the DMA. Any violation will lead to disciplinary action in accordance to the school's discipline policy.
10. You are responsible for regularly backing up your learning materials in your PLD to prevent data loss.

C) Accounts

1. **You are responsible and accountable for all activities conducted on your own ICT-related accounts, be it on school systems, MOE Systems or your own accounts e.g. personal Gmail.**
2. You will be required to use school systems (e.g. Singapore Student Learning Space) and Ministry of Education's Centralised ICT Systems ("the MOE Systems") in his/her course of education in school. The MOE Systems include software such as Student iCON (Google Workspace) and Microsoft 365 Pro Plus.
3. You are responsible for the security of your account IDs and passwords. All account IDs and passwords should not be shared with anyone.
4. You should change your passwords every 6 months, and avoid using similar passwords or easily-identified passwords (e.g. birthdays and names).

5. You are to use your full name as stated in your EZlink card for all school systems and MOE Systems' account IDs. Aliases, nicknames and pseudonyms are not allowed.
6. You should use your account for productive and meaningful purposes such as self-paced learning or collaborating on research/projects with other students, and must be responsible for what you share via your accounts.
7. You should not use any of your accounts and devices for malicious, 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.
8. You should not use any MOE/school-deployed ICT system accounts or school-owned computing devices for any commercial activities (e.g. buying and selling of goods and services).
9. You should not use devices to store, modify or create content (e.g. documents, presentations, pictures, videos) that is malicious, pornographic, racially and religiously insensitive, or defamatory in nature.

D) Email, Social Media and Gaming

1. **You are expected to remain courteous and polite in all online interactions, and are strongly encouraged to use your iPad PLD for learning purposes only.**
2. You should not post or share any indecent, obscene, pornographic, racially and religiously insensitive, or defamatory material/message that offends and causes distress to other people.
3. You are reminded that threats, harassment, embarrassment, impersonation and intimidation to others is a chargeable offence under the Singapore Legal System.
4. You are not allowed to play unauthorised games on your iPad PLD during school hours, which include the CCA time. You should also be mindful about your use of social media on iPad PLD. All misuse and non-adherence to usage of devices will be subjected to disciplinary action in accordance with school's discipline policy.

E) Privacy and Safety (Being a Responsible Digital Citizen)

1. **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.

2. 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.
3. **You should be mindful about your online digital footprint and privacy.** You should not reveal your personal details (e.g. phone number, home address, NRIC, passwords, or passwords of other people) openly online.
4. If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a trusted adult (e.g. parent or teacher) immediately.
5. 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 is subjected to disciplinary action in accordance with school's discipline policy. It may also be a chargeable offence under the Singapore Legal System's Computer Misuse Act.
6. While at school, devices connected to the school's Wi-Fi network will be subjected to web filtering. Your iPad PLD may have web filtering on home network, depending on the DMA settings selected by parents/guardians.
7. Do not record audio, photographs and videos of others without their express permission.
8. Do not use your iPad PLD to post images, movies, or audio without the express permission of all individuals imaged/recorded.
9. Your iPad PLD and any content are subject to routine and ad-hoc monitoring by the school for discipline, safety and security purposes. You may be asked to surrender your device for investigation or administration purposes by teachers.

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

F) Intellectual Property (Respecting Copyright)

1. **You must respect intellectual property laws and ethical values (e.g. respect, integrity, honesty) when using devices and accounts.**
2. You are reminded to obtain explicit permission from the content owner (s) before downloading, copying, sharing or altering any copyrighted materials (e.g. pictures, videos, music).
3. You should not use, copy, edit or share digital files in an unauthorized or illegal manner.
4. The rights of all materials and data created using the school's ICT facilities and resources are jointly owned by the school and the relevant student creators.

G) Using Artificial Intelligence (AI)

- 1. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.**
2. If the use of AI is permitted, you should acknowledge the use of AI in weighted assessments and homework as required.
3. 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.

H) Staying Safe and Secure online

- 1. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school.**
2. 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.
3. You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

I) Digital Wellbeing and Balance

- 1. You are reminded to balance screentime with other activities including physical exercise and face-to-face social interactions.**
2. You should avoid excessive use of your devices outside learning hours.
3. You should take regular breaks to rest your eyes and mind.
4. You are reminded to practice good sleep hygiene by not using your devices one hour before bedtime.

J) Device Handling and Learning Routines in Classroom, CCAs and Other School Activities

- 1. You should follow the classroom and school activities (e.g. CCA) learning routines and instructions from teachers on the use of personal devices, including the iPad PLD.**
2. You should not misuse devices for disruptive, unproductive or inappropriate purposes during school lessons, CCAs and other school activities. This include misuse of device camera and functions such as AirPlay and AirDrop. Your personal device should not be used to project multimedia in classroom unless authorised by teachers.
3. You should set your personal device (e.g. iPad) to "*Silent*" and "*Do not disturb*" modes or similar modes when in school.
4. You are to take good care of your iPad PLD, and not expose your iPad PLD and accessories to water, extreme heat or extreme cold. You should also avoid

tampering with the iPad PLD or inserting foreign objects into the iPad's Lightning port, all of which may void the device warranty and insurance.

K) Restricted Use and Confiscation

1. **You are to adhere to the Acceptable Use Policy (AUP) and all school rules and regulations stated in the Student Handbook.**
2. Violation of any policies, rules or administrative procedures may result in a temporary suspension or revocation of your account. You may also face disciplinary action in accordance with the school's discipline policy.
3. Students who breach this AUP shall be subject to restricted use or confiscation of their iPad PLD. This is in accordance with the present school rule stated in the Student Handbook for the confiscation of personal devices such as mobile phones.
4. Reasons for placing a student on 'Restricted Use' or confiscation include, but are not limited to, the following:
 - Non-compliance with this AUP
 - Inappropriate use of any application
 - Inappropriate use of device's camera or functions such as AirPlay and AirDrop
 - Inappropriate, inaccurate, defamatory, obscene, or illegal material found on iPad PLD
 - Failure to take proper care of the iPad PLD
 - Failure to co-operate with school's investigation of device misuse
 - Repeated failure to bring suitably charged iPad PLD and accessories (e.g. Apple Pencil) to class and lessons
 - "Jailbreak" or in any other way circumvent restrictions, including DMA, placed on the iPad PLD
5. The school reserves the right to record and retain data on school-owned devices and/or accounts issued by the school for investigation or administration purposes.

L) Protecting and Storing iPad PLD

1. **You should keep your iPad PLD in your bag or securely locked in your assigned locker in school when you are not using the device.**
2. Nothing should be stacked on top of the iPad PLD to prevent damage.
3. Under no circumstance should iPad PLD be left unattended in unsupervised areas.
4. Any device found in an unsupervised area may be removed and secured in the General Office as a lost-and-found item.

M) Damage and Repair for iPad PLD

1. **Students/Parents are to ensure that students have a working iPad PLD to participate in and benefit from learning in school.**
2. Students/Parents will be held responsible for all damage to their iPad PLD and/or accessories including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc.
3. Repair cost may be quoted by the iPad PLD supplier and subject to coverage of warranty and insurance.
4. For lost or damaged accessories such as external keyboard, Apple Pencil, etc., students/parents are to replace them so as to enable students' continuous learning and protection of device.

N) Notice about AUP

1. This version of EVG AUP supersedes all previous version of AUP published by the school.
2. This AUP is subject to changes, depending on future scenarios and updates to schools and government's policies. Please refer to the school website and/or school handbook for the latest version of this AUP.