

**PDLP**  
**Acceptable Use Policy (AUP) Agreement**  
**Spectra Secondary School**

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Dear Spectrans,

Computing devices and access to the Internet have become a necessity for work, play and learning in the 21st century. In order to ensure a safe and conducive learning environment, please abide by the rules stated in this Acceptable Use Policy Agreement.

This policy applies to all students in Spectra Secondary School and the use of our ICT facilities, equipment and resources, as well as users' personal devices (e.g. mobile phones). ICT facilities, equipment and resources include the following, but are not limited to, School's internet network, IT Lab, hardware (e.g. laptops, tablets, computers), software (e.g. School's learning management system, productivity software, online tools) and peripherals (e.g. projector, scanner, camera).

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### **General**

1. Users are responsible for their personal devices. 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, users must make a police report and report the matter to the school.
2. Users should not place food or drink next to their devices at all times.
3. Users should never carry their devices while the screen is open unless directed to do so by a teacher.
4. Users should ensure that their devices are shut down when not in use to conserve battery life.
5. Users should never shove their device into a locker or wedged into a book bag as this may break the screen.
6. Users should transport their personal devices in appropriate carrier bag or backpacks designed for safe transport of computing devices.
7. Users should not expose their device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.

## **Use of Device**

8. Users should bring their personal devices home with them at the end of every School day.
9. Users should ensure that their personal devices are fully charged before bringing it to School.
10. Users must ensure that cords, cables, and removable storage devices must be inserted carefully into their device.
11. Users' personal devices are installed with device management application (DMA) software. When enrolled, the software will manage users' device usage based on settings determined by the School. Users should not attempt to uninstall or de-enroll themselves from the software. Any violation might lead to disciplinary action in accordance to the School's discipline policy.
12. Users 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.
13. Users are responsible for any resource that is borrowed from School for the duration of the loan. The user will bear the cost of damage, theft or loss due to negligence and face disciplinary action in accordance to the School's discipline policy.
14. Users should not install additional software on their device other than what has been approved by the school. If additional software for personal pursuit of passion are required, students will need to seek approval with the School's ICT department for the installations to be enabled.

## **Screen Care**

15. Users should take care not to damage their device screen. Device screen could be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
16. Users should:
  - not lean on the device;
  - not place near the device any item that could put pressure on the screen;
  - not place in the carrying case any item that will press against the cover;
  - not poke the screen;
  - not place anything (e.g. earpieces, pens, pencils, notebooks) on the keyboard before closing the lid;
  - clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the device. You could also

purchase individually packaged pre-moistened tissue for cleaning eyeglass lens to clean the screen. These are very convenient and relatively inexpensive.

### **Storage**

17. Users should store their devices in the common wooden or metal cabinet with the lock securely fastened, when not using them.
18. Users should not place anything on top of the device, when stored in the cabinet.
19. Users should not store their devices in the common cabinet or anywhere else at school, outside of school hours.

### **Account**

20. Users are responsible and accountable for all activities conducted via their own account.
21. Users are responsible for the security of their account IDs and passwords. All account IDs and passwords should not be shared with anyone.
22. User should change their passwords every 12 months. Failure to do so would constitute as negligence.
23. Users are to use their full name as stated in their EZlink cards for all account IDs. Aliases, nicknames and pseudonyms are not allowed.
24. Users should 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.
25. Users should not use school-owned computing devices for any online trade (i.e. buying and selling of goods and services).
26. Users should not use devices to store, modify or create content (e.g. documents, presentations, pictures, videos) that is pornographic or defamatory in nature.

### **Email & Social Media**

27. Users should not post or share any indecent, obscene, pornographic, defamatory material/message that offends and causes distress to other people.
28. Users are reminded that threats, harassment, embarrassment, impersonation and intimidation to others is a chargeable offence under Singapore Legal System.
29. Users are expected to remain courteous and polite in all online interactions.

## **Privacy and Safety**

30. Users should not reveal their personal details (e.g. phone number, home address, NRIC, passwords, or passwords of other people) openly online.
31. If users 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 user, without the consent of the individual, is an act of vandalism and subject to disciplinary action in accordance with school's discipline policy.

## **Intellectual Property**

33. Users should not access, download, copy or share any copyrighted materials (such as pictures, videos, music) without explicit permission from the owner.
34. Users should not own, copy or share software in an unauthorized or illegal manner.
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 user.

**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.**

**The School reserves the right to modify or update the AUP as and when necessary to maintain its relevance and application.**

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