



# Swiss Cottage Secondary School

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13/01/26

## Acceptable Use Policy (AUP) for use of EdTech Resources (2026)

### 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.

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>

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### 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.

### [For Secondary Schools] 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. You should not charge your PLD and/or your power bank in school except at the canteen. Should you need to charge your PLD in school, you should only do so using your own power bank.
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. You may refer to the "[Digital Literacies and Technological Skills – File Management and Data Backup](#)" module on SLS for guidance.

### **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
  - Take photographs and/or videos of any staff member or student and/or circulating them without their permission.
  - 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 and intrudes the privacy, dignity and rights of others).
  - make threats, cause harassment or embarrassment, impersonate or intimidate others.
10. 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.**

### **Respecting Copyright**

11. 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).
12. You should not use, copy, edit or share digital files in an unauthorised or illegal manner.

### **Using Artificial Intelligence (AI)**

13. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
14. If the use of AI is permitted, you should acknowledge the use of AI in weighted

assessments, classwork and homework (including HBL Day assignments).

15. 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.

### **Staying Safe and Secure online**

16. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school via your Form Teacher, Subject Teacher or Year Head.
17. 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.
18. You are reminded not to use your student ICON account to set up online accounts meant for personal use.
19. You are reminded not to use a common password for all your online accounts, be it for learning or personal use.
20. You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

### **Digital Wellbeing and Balance**

21. You are reminded to balance screentime with other activities including physical exercise and face-to-face social interactions.
22. Gaming can be potentially highly addictive and may cause you to neglect your family, friends and especially your academic progress and character development. Hence, gaming is strictly not allowed in the school premises at all times.
23. If you engage in gaming outside school, you are advised to manage and limit that. If you need help with managing your addiction with gaming, please approach your Form Teacher promptly.
24. You should avoid excessive use of your devices outside learning hours.
25. You should take regular breaks to rest your eyes and mind.
26. You are reminded to practice good sleep hygiene by not using your devices one hour before bedtime.

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