

PLD-Acceptable Use Policy (AUP) Agreement

Bukit Merah Secondary School

Dear Student,

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.

This policy applies to all students in this school and the use of our school's EdTech resources, 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).

For more information, please refer to:

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

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.

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.

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. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).
11. You are reminded that threats, harassment, embarrassment, impersonation and intimidation to others is a chargeable offence under Singapore Legal System.

Respecting Copyright

12. 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).
13. You should not use, copy, edit or share digital files in an unauthorised or illegal manner. Any attempt is an act of vandalism and you will be subjected to disciplinary action in accordance with school's discipline policy.
14. The rights of all materials and data created using the school's EdTech resources are jointly owned by the school and the user.

Using Artificial Intelligence (AI)

15. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
16. If the use of AI is permitted, you should acknowledge the use of AI in weighted assessments and homework as required.
17. 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

18. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school.
19. You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.
20. 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.

Digital Wellbeing and Balance

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

Device Care

25. You are responsible for the general care of your devices.
 - No food or drink is allowed next to your device at all times.
 - Cords, cables, and removable storage devices must be inserted carefully into the device.
 - Never carry your device while the screen is open unless directed to do so by a teacher.
 - Devices should be shut down when not in use to conserve battery life.
 - Devices should never be shoved into a locker or wedged into a book bag as this may break the screen.
 - Do not expose your device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
26. The device screen could be damaged if subjected to rough treatment. The screen is sensitive to damage from excessive pressure. Do not lean on or place items near the device that could put pressure on the screen.

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.

