

Acceptable Use Policy (AUP) Agreement

Dear Bartleyans,

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 this school and the use of our school's ICT facilities, equipment and resources, as well as users' personal devices (e.g. mobile phones and PLDs). 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).

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 with the school's discipline policy.

Acceptable Use Policy (AUP)

Daily Routines	Taking Care of your Chromebook	Using your Chromebook in school	Protecting & Storing your Chromebook	Being Safe Online	Repairing or Replacing your Chromebook
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To ensure the proper usage of your PLD, you are to read the AUP document carefully.

1. Daily Routines

- (a) You are required to bring your Chromebook in a fully charged condition. You should leave your charger at home.
- (b) Chromebooks are to be on the desk **by the first period every morning**.
- (c) During lessons, your teachers could use the following set of instructions.

Instructions By Teachers	Your Actions
Eyes up	Close Your Chromebooks Focus On Your Teacher Or The Given Seatwork
Half Screen	Half-Close Your Chromebooks Your Teacher Would Like To Give A Brief Set Of Instruction.
Eyes Down	Focus On Assigned Tasks On Your Chromebooks

- (d) You are responsible for bringing their device to all classes including special rooms (e.g Mother Tongue, Science Labs).
- (e) During recess or lunch breaks, lock your Chromebooks in your device lockers.
- (f) After recess or lunch breaks, Chromebooks are to be on the desk before the lessons resume.
- (g) Before leaving for PE lessons or CCA, Chromebooks should be kept and locked in your lockers.
- (h) At the end of the day, you are required to shut down your Chromebook and bring it home to charge every evening.

2. Taking care of your Device

2.1 General Precautions:

- No food or drink is allowed next to your Chromebook at all times.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- You should never carry your Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be closed when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

2.2 Carrying the Chromebook:

You are required to bring your Chromebooks to school every day and for all lessons. As such, you will need to pay special attention to the way you carry your Chromebook.

- You are required to carry your Chromebook in a padded backpack or padded case in the morning when you come to school and when you return home.
- The protective shell of the Chromebook will provide only basic protection from everyday use. It is not designed to prevent damage when it drops or from abusive handling.
- You should not toss the bag or drop the bag if your Chromebook is inside.
- You are reminded to check that you have taken your Chromebook with you if you are taking public transport.

2.3 Screen Care:

The Chromebook screen could be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean/rest your head on the Chromebook.
- Do not place any heavy items on the Chromebook.
- Do not place in the carrying case any item that will press against the cover.
- Do not poke the screen with sharp objects.
- Do not place anything (e.g. 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 Chromebook.

3 Using your Chromebook in school

3.1 Chromebooks are to be brought in fully charged condition to school daily

- The Chromebook is intended for use every day at school.
- You are required to bring your devices in a fully charged condition. You should leave your charger at home.
- You should not use the school's electrical power to charge your Chromebook.
- Your Chromebook is installed with Device Management Application (DMA). When enrolled, the application will manage users' device usage based on settings determined by the school. You should not attempt to uninstall or de-enroll yourself from the application. Any violation might lead to disciplinary action in accordance to the school's discipline policy.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- You are not allowed to use the Chromebook to charge your mobile phones or any other electronic devices.
- No external devices, such as earpiece, headphones etc, should be connected to the Chromebook (via Bluetooth or otherwise) without permission from a teacher.
- You may use a mouse (wireless or wired). You are to ensure that usage of the mouse will not cause a distraction to others during lesson.

3.2 Printing

In School: Printing functionality will not be available in school. Teaching strategies will facilitate digital copies of homework.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print by connecting to a wireless printer.

3.3 Managing your files and saving your work

- You may save documents to you Google Drive, or to an external memory device such as a MicroSD card or USB flash drive [to be purchased on your own separately if required].
- It will be your responsibility to maintain the integrity of your files and **keep proper backups regularly**. This is to ensure you will still have all your files the event if

your devices requires a factory reset due to hardware issue.

4. Protecting & Storing Your Chromebook

4.1 Chromebook Identification:

- You will be given a sticker label when your Chromebook is enrolled into the DMA. Write your name clearly using a permanent marker. This is to allow for easy identification. In the event if the writing has faded, please rewrite your name on the sticker label.
- You are to label your Chromebook case/bag for easy identification.
- You are not allowed to modify, remove, or destroy identification labels.

4.2 Storing Your Chromebook:

- When you are not using your Chromebook, you should lock your Chromebook in your device locker.
- Nothing should be placed on top of the Chromebook, when stored in the locker.
- You should not leave your Chromebook in the lockers overnight.

4.3 Storing Chromebooks during Co-Curricular Activities, PE classes or recess:

- You are responsible for securely storing your Chromebooks with your CCA teachers lockers before the start of the CCA.

4.4 Chromebooks Left Unsupervised

- You should not leave your Chromebook unsupervised. [E.g. leaving it on the canteen tables while purchasing your food]
- Unsupervised Chromebooks will be confiscated by staff and reported to HOD ICT. Disciplinary action will be taken for students who leave a Chromebook in an unsupervised location.

5. Being safe online

5.1 Account

- You are responsible and accountable for all activities conducted via your own account.

- You are responsible for the security of your account IDs and passwords. All account IDs and passwords should not be shared with anyone.
- You are encouraged to change your passwords every 6 months.
- You are required to use your name when participating in online activities planned by your teachers for easy identification (e.g. Kahoot, Padlet, Nearpod etc).
- You should not use your accounts for any illegal or unethical activities. These include and not limited to the following: 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.
- You should not use school-owned computing devices for any online trade (i.e. buying and selling of goods and services).
- You should not use devices to store, modify or create content (e.g. documents, presentations, pictures, videos) that is pornographic or defamatory in nature.

5.2 Email & Social Media

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

5.3 Privacy and Safety

- You should not reveal your personal details (e.g. phone number, home address, NRIC, passwords, or passwords of other people) openly online.
- If you unintentionally access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the HOD ICT immediately so that such sites are blocked from further access. This is not merely a request. It is a responsibility.
- 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.

5.4 Intellectual Property

- You should not access, download, copy or share any copyrighted materials

(such as pictures, videos, music) without explicit permission from the owner.

- You should not own, copy or share software in an unauthorized or illegal manner.
- 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.

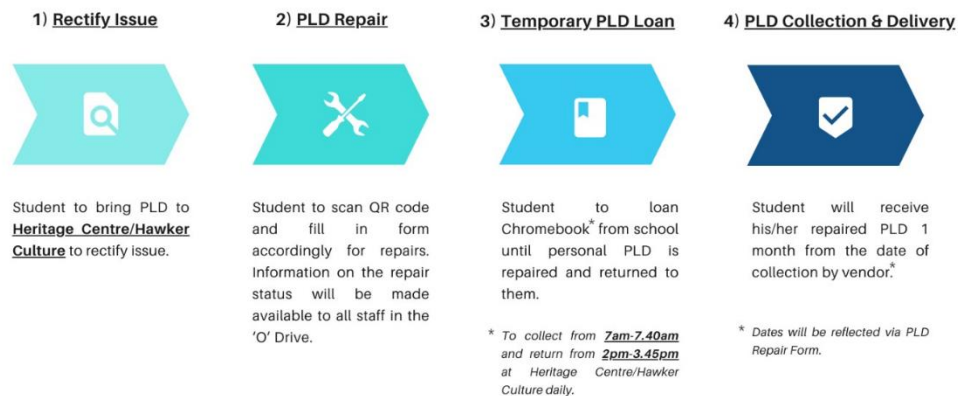
6. Repairing or Replacing Your Chromebook

6.1 Chromebooks Undergoing Repair:

- In the event if your Chromebooks has to be repaired, you may borrow a Chromebook from the School. Refer to the flow chart below for the process when your PLD requires repairs:

TEHNIICAL SUPPORT (2PM-3.45PM DAILY)

Bartley ICT Department



- Repaired Chromebooks **will end up with the original factory image**. It is thus important that you keep your data synced to cloud drives so documents and class projects are not lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- If the Chromebook is not covered by warranty and/or insurance, cost of repair, replacements part or labour cost will be borne by the parents.

6.2 Insurance and Warranty:

- Your Chromebook comes with a 3 year enhanced bundle.
- Warranty from defects in materials and workmanship is for the period of 03 years. This warranty is only valid for the first 36 months from the date of collection of Chromebook.
- This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook.
- The warranty *DOES NOT* cover damage caused by misuse, abuse, or accidents.

6.3 Device Loss:

- Inform HOD ICT / SH Knowledge Management immediately. A police report must be made on the same day in cases of theft or loss.
- A separate incident report must be filled in and submitted to the HOD ICT / SH Knowledge Management.