

BARTLEY SECONDARY SCHOOL
Acceptable Use Policy (AUP) for use of EdTech Resources

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>

GENERAL

1. To ensure security and compatibility with school systems, students must only use the **official school-approved device**. Personal devices, including iPads and alternative tablets, are not permitted for use on campus.
2. You should not attempt to access data, system and information that you are not authorised to.
3. You are reminded that the use of **learning devices and school's EdTech resources** should **solely be for the purpose of learning as directed by your teachers**.

USING YOUR PLD

4. 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.
5. In order to have a positive learning experience, you should ensure that your PLD is fully charged before bringing it to school.
6. You are reminded to keep your PLD updated by installing the relevant patches and updates when being prompted by the system.
7. To support a safe and conducive learning environment, all PLDs are installed with a Device Management Application (DMA). **Bypassing the DMA is strictly prohibited**. Your device may be recalled for compliance checks. If the DMA has been tampered with, the school will perform a factory reset on the device.
8. You are responsible for regularly backing up your learning materials in your PLD to prevent data loss. You are required to complete the module "Digital Literacy and

Technological Skills – File Management and Data Backup” in SLS to understand the importance of data management, organization, and backup, and effectively implement a routine using cloud storage to manage and safeguard your digital files on your Personal Learning Devices

BEING A RESPONSIBLE DIGITAL CITIZEN

9. 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.
10. 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. including but not limited to indecent, pornographic, defamatory, hurtful to self or others).
 - make threats, cause harassment or embarrassment, impersonate or intimidate others.
11. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services) or unlawful activities.

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

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.

USING ARTIFICIAL INTELLIGENCE (AI)

14. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
15. You should check with your teacher if the use of AI is permitted for your assignments. If the use of AI is permitted, you should acknowledge the use of AI in Weighted Assessments and homework as required. For more information regarding the use of AI in Weighted Assessments, please refer to the Assessment Policy on the school website (<https://www.bartleysec.moe.edu.sg/assessment-plan-and-policy/>)
16. 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

17. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices) to your Form Teacher, Year Head, HOD Student Management or HOD ICT.
18. 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.
19. You should not allow another student or user to access your PLD or MIMS account.
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. 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 practise good sleep hygiene by not using your devices one hour before bedtime.