



ZHENGHUA SECONDARY SCHOOL

Acceptable Use Policy (AUP)

Dear Student,

Computing devices and access to the Internet have become a necessity for work, play and learning in the 21st century. As you navigate the digital space, you should do so in a safe and responsible manner. More information can be found in the “Student Kit on Cyber Wellness and Learning with a Personal Learning Device”

In addition, you are reminded to observe the guidelines stated in this Acceptable Use Policy (AUP) on the use of personal learning devices (PLDs), the school’s ICT resources and school’s locker.

ICT resources include the following, but are not limited to, school-deployed ICT system accounts, the device management application (DMA) and school’s internet network.

General

1. 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.
2. To have a seamless learning experience, you should ensure that your **PLD is fully charged** before bringing it to school.
3. All PLDs are installed with a device management application (DMA) to support a safe and conducive learning system. **Any attempt to uninstall the DMA or de-enroll the PLD from the DMA may lead to disciplinary action** in accordance with the school’s discipline policy.
4. You should not access data, system and information that you are not authorised to.
5. You are reminded that the use of PLDs and school’s ICT resources should solely be for the purpose of learning.

Being a Responsible Digital Citizen

6. 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.
7. You should not use your PLD or school-loaned 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.
8. You should not use MOE/school-deployed ICT system accounts i.e. student iCON for any **commercial activities** (e.g. buying and selling of goods and services).

Intellectual Property – For non-learning purposes

9. You are reminded to obtain explicit permission from the content owner before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).
10. You **should not use, copy or share digital files** in an unauthorised or illegal manner.

Using Artificial Intelligence (AI)

11. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
12. If the use of AI is permitted, you should **acknowledge the use of AI** in weighted assessments and homework as required.
13. 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.
14. You should exercise caution regarding the **limitations of AI tools**, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

Staying Safe and Secure online

15. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school.
16. 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

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