



思源中学

NORTHBROOKS SECONDARY SCHOOL

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GEN/082/2022

Acceptable Use Policy (AUP) Agreement

At Northbrooks Secondary School, the Discovery Learning approach will be used for our students to discover the joy in learning. Through the use of their Personal Learning Devices, our aim is for students to be able to discern information or the situation, be inquisitive to ask questions, be self-directed in their learning, to have genuine curiosity in the subjects they are learning, keen observation, willingness to venture out and explore and in the process, stay resilient despite the results may yet to come to fruition.

Northbrooks Secondary is committed to provide a safe and conducive learning environment for all students. It is a priority that the school's lessons and activities are conducted in a manner where unnecessary distractions or disruptions are prohibited. Therefore, it is necessary that students use technology, including their Personal Learning Devices (PLD) such as laptops/ipads/mobile phones responsibly, ethically, and respectfully of others in an appropriate manner which is consistent with the School's Standard Operating Procedures and Acceptable Use Policy. Consideration must be given at all times to the possible effects of one's actions when using technology at school or at home. Students must abide by the rules stated in the Acceptable Use Policy Agreement.

The policy applies to all students in Northbrooks Secondary School and the use of our school's ICT facilities, 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).

Thus, it is our school's vision that all three key stakeholders, the school, parents and students, collaborate in this mission to create an engaged and effective learning environment that better equips our students for the 21st century.

General Guidelines

1. Users are responsible for their personal learning devices. The school will not be held responsible for any damage, theft or loss of their devices. In the event of loss or theft of devices, users must make a police report and report the matter to the school.
2. Only personal learning devices can be used during curriculum time in the classroom for learning purposes.
3. Personal usage of the learning devices is allowed only before and after curriculum hours in the canteen.
4. Users should bring their personal learning devices home with them at the end of every school day.
5. Users should ensure that their personal learning devices are fully charged before bringing it to school.
6. Users' personal learning devices are installed with device management software. When enrolled, the software will manage users' device usage based on settings determined by the school. Users should not attempt to uninstall or de-enroll themselves from the software. Any violation might lead to disciplinary action in accordance with the school's discipline policy.
7. If users are found to have uninstalled the device management software or any other application from their personal device, the user will lose the warranty and insurance immediately. The personal device will be reset to factory settings and the device management software will be reinstalled.
8. Users should only be using school-owned ICT facilities, equipment and resources for the purpose of learning. Personal use such as gaming and engaging in social media platforms is strictly prohibited.
9. 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 to the school's discipline policy.

Account

10. Users are responsible and accountable for all activities conducted via their own account.
11. Users are responsible for the security of their account IDs and passwords. All account IDs and passwords should not be shared with anyone.
12. User should change their passwords every 6 months.

13. Users should not use their accounts for any illegal or unethical activities as set out by Computer Misuse and Cybersecurity Act. These include 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.
14. Users should not use devices to store, modify or create content (e.g. documents, presentations, pictures, videos) that is pornographic or defamatory in nature.
15. Users should not use school-owned computing devices for any online trade (i.e. buying and selling of goods and services).
16. Any attempt to alter data, the configuration of a computer, or the files of another student, without the consent of the individual, is an act of vandalism and subject to disciplinary action in accordance with the school's discipline policy.

Email And Social Media

17. Users should use their ICON email for all learning purposes.
18. Users should always use appropriate language in their communications.
19. Users should not transmit language/ material that is profane, obscene, abusive or offensive to others.
20. Students shall be responsible for all content that they upload, post, email, transmit or otherwise make available via the school network.
21. Students shall not upload or download, send or post, enter or publish any content on the internet that is objectionable or illegal under the Singapore Law.
22. Students shall not post or share any content on the internet that is against the public interest, public order, national interest, racial and religious harmony, or which offends good taste or decency, or is otherwise indecent, obscene, pornographic or defamatory

Intellectual Property and Copyright

23. Users must comply with the trademark and copyright laws and all license arrangements.
24. Users should not access, download, copy or share any copyrighted materials (such as pictures, videos, music) without explicit permission from the owner.
25. Users should not own, copy or share software in an unauthorized or illegal manner.
26. 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.

The school reserves the right to record and retain data on school-owned devices and/or accounts issued by the school for investigation or evidence.

Violation of any policies, rules or administrative procedures may result in a temporary suspension or revocation of student's account. The student may also face disciplinary action in accordance to the school's discipline policy.