

Acceptable Use Policy (AUP) Agreement

Crest Secondary School

(With students using personal devices)

Dear Student,

Computing devices and access to the Internet have become a necessity for work, play and learning in the 21st century. 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). 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).

General

1. Users are responsible for their personal 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. Users should bring their personal devices home with them at the end of every school day.
3. Users should not use the school's electrical power to charge their own personal devices. Users should ensure that their personal devices are fully charged before bringing it to school.
4. Users' personal 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 to the school's discipline policy.
5. Users are responsible for 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.
6. 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

7. Users are responsible and accountable for all activities conducted via their own account.
8. Users are responsible for the security of their account IDs and passwords. All account IDs and passwords should not be shared with anyone.
9. User should change their passwords every 6 months. Failure to do so would constitute as negligence.
10. Users are to use their full name as stated in their EZlink cards for all account IDs. Aliases, nicknames and pseudonyms are not allowed.
11. Users should not use their accounts for any illegal or unethical activities. 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.
12. Users should not use school-owned computing devices for any online trade (i.e. buying and selling of goods and services).
13. Users should not use devices to store, modify or create content (e.g. documents, presentations, pictures, videos) that is pornographic or defamatory in nature.

Email & Social Media

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

Privacy and Safety

17. Users should not reveal their personal details (e.g. phone number, home address, NRIC, passwords, or passwords of other people) openly online.
18. If users inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a trusted adult (e.g. parents or teachers) immediately.
19. 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.

Intellectual Property

20. Users should not access, download, copy or share any copyrighted materials (such as pictures, videos, music) without explicit permission from the owner.
21. Users should not own, copy or share software in an unauthorized or illegal manner.
22. 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.

Taking Care of Your Laptop

Students are responsible for the general care of their laptop. Laptops that are broken or fail to work properly must be taken to the ICT Office at level 5 in the library. If a laptop is needed in the intervening period, one will be issued to the student until his/her laptop is repaired or replaced.

General Precautions:

- No food or drink is allowed next to your laptop at all times.
- Students should never carry their laptops while the screen is open unless directed to do so by a teacher.
- Laptops should be shut down when not in use to conserve battery life.
- Do not expose your laptop to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Carrying the Laptop:

The protective shell of the laptop will provide only basic protection from everyday use. It is not designed to prevent damage when it drops or from abusive handling. Carrying the laptop in a padded backpack or padded case is acceptable provided the backpack or case is handled with care. For example, you shouldn't toss the bag or drop the bag if your laptop is inside.

Screen Care:

The laptop's 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 on the laptop.
- Do not place on the laptop any item that could put pressure on the screen.
- Do not place in the carrying case any item that will press against the cover.
- Do not poke the screen.
- 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. You could also purchase individually packaged pre-moistened tissue for cleaning eyeglass lens to clean the screen. These are very convenient and relatively inexpensive.

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.

Student: I understand and will abide by the Agreement.

Name: _____ Class: _____ Signature: _____

Date: _____

Parent: I have read the Agreement with my child. We have discussed and understood the Agreement.

Name: _____ Signature: _____

Date: _____