Changkat Changi Secondary School

Device Use Policy and Technology

Acceptable Use Policy (AUP)

The policy outlines all goals and expectations for acceptable device use, along with the consequences for violating the policy

The policies, procedures, and information within this document apply to all LDs used at Changkat Changi Secondary by students, staff, or guests; these also apply to any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for the use of the LDs within their lessons.

Document for 2022 Cohort

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

Device Use Policy

1. <u>Taking Care of your LD & Apple Pencil</u>

Students are responsible for the general care of their Personal Learning Devices (PLDs). PLDs that are broken or fail to work properly must be taken to ITR1 at level 1. If a PLD is needed in the intervening period, one will be issued to the student until his/her device is repaired or replaced.

General Precautions:
- No food or drink is allowed next to your PLD at all times.
- Cords, cables, and removable storage devices must be inserted carefully into the LDs.
- PLDs should be screen locked when not in use to conserve battery life.
- PLDs should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your PLDs to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always ensure the Apple Pencil is securely placed into the cover slot when not in use.

Carrying the LD:
The protective cover of the PLD will provide only basic protection from everyday use. It is not designed to prevent damage when it drops or from abusive handling. Carrying the PLD 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 PLD is inside.

Screen Care:

The LD 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 PLD.
- Do not place near the PLD 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.
- Place the stylus (Apple Pencil) securely in the cover slot before closing the PLD cover.
- 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 PLD. You could also purchase individually packaged pre-moistened tissue for cleaning eyeglass lens to clean the screen. These are very convenient and relatively inexpensive.

Apple Pencil Care:

- Ensure that the Apple Pencil is sufficiently charged every day before coming to school.
- For charging, it is recommended to use the lightning charging cable instead of directly from the PLD's Lightning connector.
- Do not share your Apple Pencil with your friend.

2. Using Your PLD

At School:

The PLD is intended for use every day at school. In addition to teacher expectations for PLD use, school messages, announcements and schedules are to be accessed using the PLD. Students must be responsible for bringing and holding onto their PLD to all classes, unless specifically advised not to do so by their teacher.

At Home:

All students are required to take their PLD home to charge every night throughout the school year. *PLDs must be brought to school each day in a fully charged condition.* Students need to charge their PLDs each evening. It is recommended that students do not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Use of Audio:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3. Managing Your Files and Saving Your Work

Students may save documents to their iCloud Drive or Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, since Drive saves each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on the procedures of proper file management.

4. <u>Software</u> <u>on</u> <u>LDs</u>

All PLDs are installed with a device management application (DMA) to support a safe and conducive learning environment. You should not attempt to uninstall the DMA or de-enroll the PLD from the DMA. Non-compliance may lead to disciplinary action in accordance with the school's discipline policy.

All software on the student PLDs will be centrally managed by the school's Device Management Application (DMA). The DMA comprises the following 3 areas:

- Mobile Device Management – This facilitates the remote deployment of teaching and learning applications and comes with regular security patches.
- Classroom Management – This enables teachers to actively monitor and control the student's use of the PLD during lesson time to improve student management and deliver effective teaching.
- Usage Management – This addresses stress to the student's eyes from prolonged use and Cyber Wellness concerns, such as excessive or inappropriate use of the PLD.

Installed Software:

Software installed on the PLDs will be pushed down by the DMA.

From time to time the school may add software applications for use in a particular subject. This process is automatic. Applications that are no longer needed will automatically be removed by the school as well.

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Virus Protection:

Installation of anti-virus software on the PLD is not necessary.

Additional Software:

Students are unable to install additional software on their PLD other than what has been approved by the school. If required to install additional software for personal pursuit of passion, students will need to seek approval with the school for the installations to be enabled.

Inspection:

Students may be selected at random to provide their PLD for inspection. The purpose for inspection is to check for proper care and maintenance, and for inappropriate material carried into the school.

5. <u>Protecting</u> **&** <u>Storing</u> <u>Your</u> <u>PLD</u>

LD Identification:

LDs will be labelled in the manner specified by the school. PLDs are identified in the following ways:

• Individual's Class & Name

Under no circumstances are students to modify, remove, or destroy identification labels.

Securing Your LD:

It is the students' responsibility to take care of their own PLDs. It is strongly advised to always keep the devices in the school bags when not in use. Students may decide to hold onto it but it will be their personal responsibility.

Nothing should be placed on top of the PLD, when stored in the cabinet. Students need to take their PLD home with them at the end of every school day.

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

Students are responsible for securely storing their PLD in the classroom metal cabinets during the above mentioned activities. (unless otherwise informed by subject teachers).

PLDs Left in Unsupervised / Unsecured Areas:

Under no circumstance should an PLD be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the canteen, unlocked classrooms, library, dressing rooms, hallways, bathrooms, buses, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised PLDs will be confiscated by staff and taken to ITR1.

Disciplinary action will be taken for students who leave an PLD in an unsupervised location.

6. Apple Care, Warranty Coverage

AppleCare for Schools for PLDs

Hardware Coverage:

AppleCare+ provides a 1/3[*]-year coverage that includes the following:

- PLD

- Battery that retains less than 80 percent of its original capacity

- Included USB cable and power adaptor

- Apple Pencil

- Up to two incidents of accidental damage per year

Insurance:

Coverage period: Up to 1/3[*] years

Sum Insured: Equivalent to unit price of device

Coverage: No Excess Plan

Covers all types of accidental damage such as:

- Fire

- Lightning

- Power surges

- Accidental eg Water spillage, drop etc

- Theft due to forcible entry (claim has to be supported with police report from any neighbouring police post)

- Robbery

  *1 year for 2021 Sec 3 Cohort, 3 years for 2021 Sec 1 & 2 cohort & later

Exclusion include but not limited to Warranty claims consisting of:

- Manufacturing defects

- Internal mechanical faults

- Inherent defects, wear and tear

- Unattended equipment

- Unexplained or mysterious circumstances

- Intention acts

- Used by others

- Consequential loss

- Loss of Data

Terms of Indemnity

- The repair amount shall not be more than the Product's value

- The reimbursement amount of replacement or Product that is damaged beyond economical repair should be equivalent to the Product's purchase value

- The reimbursement amount for loss of product due to forcible entry or robbery should be equivalent to the Product's purchase value

- The loss of Product due to forcible entry or robbery must be supported with a police report and submitted to the insurer.

7. <u>Repairing</u> <u>or</u> <u>Replacing</u> <u>Your</u> <u>LD</u>

LDs Undergoing Repair:

• Loaner PLDs may be issued to students when they leave their PLD for repair at ITR1.

• Repaired PLDs will end up with the original factory image. It is important that students keep their school data synced 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 PLD is not covered by warranty and/or insurance, students and parents will be charged for PLD repairs. Parents will be billed for parts and labor incurred.

Device Loss:

In the event of loss or theft of the device, you must make a police report and report the matter to the school.

PLD Technical Support:

ITR1 is the first point of contact for the repair of the PLDs. Services provided by the ICT Support Team include:

• Password Identification

• User account support

• Coordination of warranty repair

• Distribution of loaner PLDs

• Hardware maintenance and repair

• Operating System or software configuration support

• Restoring PLD to factory default

• System software updates.

Technology Acceptable Use Policy

The content of this policy applies to all students in this school and covers the following areas:

- Student Guidelines on use of the PLDs
- Account ownership associated with ICT devices (Apple ID, Google Account)
- Cyber Wellness Guidelines

Student Guidelines

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

1. Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)

2. Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images

3. Protecting the privacy of others; never posting or forwarding their personal details or images without their consent

4. Seeking the advice of a teacher or a trusted adult if I personally feel uncomfortable or unsafe online

5. Seeking the advice of a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours

6. Carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me

7. Investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a teacher or a trusted adult

8. Confirming that I meet the stated terms and conditions and completing the required registration processes.

9. Ensuring all ICT devices are taken care of and to notify a teacher of any damage immediately.

   Any damages, theft or loss due to negligent behaviour may result in disciplinary action in accordance to the school's discipline policy.

10. Abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary

11. Not downloading unauthorised programs, including games. Personal use such as gaming and engaging in social media platforms is strictly prohibited unless otherwise specified.

12. Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.

13. Being responsible for using school-owned ICT facilities, equipment and resources for the purpose of learning.

14. Not using MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).

In addition, when I use my personal LD (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

1. Keeping devices on silent mode during curriculum hours; only making or answering calls or messages when given approval by teachers.

2. Respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson

3. Respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages

4. Obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Account Ownership

1. Users are responsible and accountable for all activities conducted via their own account.

2. Users are responsible for the security of their account IDs and passwords. All account IDs and passwords should not be shared with anyone.

3. User should change their passwords every 3 months. Failure to do so would constitute as negligence.

4. Users are to use their full name as stated in their EZ-link cards for all account IDs. Aliases, nicknames and pseudonyms are not allowed.

5. 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.

6. Users should not use school-owned computing devices for any online trade (i.e. buying and selling of goods and services).

7. Users should not use devices to store, modify or create content (e.g. documents, presentations, pictures, videos) that is pornographic or defamatory in nature.

iOS App Store

8. Students will not be required to purchase any Apps or in-App Purchases.

9. Students will not be required to install or download any Apps as the school will provide all the necessary Apps required.

10. The school will not take any responsibility for any purchases made by the student account or family sharing accounts.

Cyber Wellness Guidelines

Email & Social Media
1. Users should not post or share any indecent, obscene, pornographic, defamatory material/message that offends and causes distress to other people.
2. Users are reminded that threats, harassment, embarrassment, impersonation and intimidation to others is a chargeable offence under the Singapore Legal System.
3. Users are expected to remain courteous and polite in all online interactions.
4. Users are to respect the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson.

Intellectual Property
1. Users should not access, download, copy or share any copyrighted materials (such as pictures, videos, music) without explicit permission from the owner.
2. You are reminded to obtain explicit permission from the content owner before downloading, copying or sharing any copyrighted materials (*e.g.* pictures, videos, music).
3. Users should not own, copy or share software in an unauthorized or illegal manner.
4. The rights of all materials and data created using the PLDs and school's ICT facilities and resources are jointly owned by the school and the user.
5. Users should read carefully through the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if unclear seek further explanation from the School.