



Marsiling Secondary School

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Marsiling Secondary School **Acceptable Use Policy (AUP)** **For Personal Learning Device & School ICT Resources**

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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" at the SLS MOE Library (Direct access for students) <https://go.gov.sg/cwstudentkit>

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.

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. No charging of ANY electronic devices using the school electrical outlets is allowed, including your PLD.
3. In order to have a seamless learning experience, you should ensure that your PLD is fully charged before bringing it to school. You may bring a portable charger (e.g. Power Bank) to charge your PLD in the event it runs out of battery.
4. 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.
5. You should not attempt to access data, system and information that you are not authorised to.
6. You are reminded that the use of PLDs and school's ICT resources should solely be for the purpose of learning.
7. Hand phones should still be kept in the drawers at the teacher's table at the start of every lesson.

IPad Usage

8. The DMA in the IPad are enabled with the school settings from 7 am to 6 pm during school days. After-school DMA settings depends on DMA Parent Option indicated by Parents via letter option form or form.sg.
9. Restricted/Prohibited/Undesirable website and materials should not be surfed or accessed via the IPad.
10. Students are responsible for all materials saved in their IPads. If prohibited materials are found on the IPad, students violating the rules are subjected to disciplinary actions. (e.g. Suspension, Detention, Heightened DMA settings, etc.)
11. Photo and video should not be taken during school hours unless the teacher has enabled and given the permission to do so. Cameras are disabled by default during school hours, and can be enabled by teachers during lesson time, if required for Teaching and Learning (T&L).
12. Students are not allowed to charge their IPads in the school using the school electrical outlets..
13. All IPads used for T&L in school must be installed with DMA.



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IPAD Storage Lockers Usage

14. The Storage lockers are numbered, all students should be using the lockers corresponding to their index number only.
15. No writings or any forms of personalisation should be done on the locker. All writings will be treated as vandalism.
16. Students are responsible for the items stored in the lockers.
17. Students should not share their lockers combination code with any one.
18. The IPad lockers are only meant for iPads, during recess, lunch breaks, CCAs or when there is a need to travel to another venue or activities that does not required the use of iPads, (e.g. Learning Journeys, ECG talks etc.).
19. Do not store any other valuables or other things, (e.g. Textbooks, Hand phones etc.) in the locker.
20. Checks will be done periodically during recess time, lunch time and after school to check if the regulations are adhere to.
21. Unauthorised materials/stuff found in the lockers will be confiscated.
22. Repeated offenders will face disciplinary consequences.

User Account

23. 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.
24. 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. indecent, pornographic, defamatory, hurtful to self or others).
 - make threats, cause harassment or embarrassment, impersonate or intimidate others.
25. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).

Intellectual Property

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

For Compliance,

By Marsiling Secondary School

ICT/PDLP Implementation Committee