GUIDELINES ON ACCEPTABLE USE OF ICT

The Internet has become an integral part of school life. With the increasing use of the Internet as a source of information for teaching as well as for class and project work, it is important for the school to instil cyber wellness values to our students. Hence it's important that the students understand the following acceptable use policies as stated below.

General

1. Be 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.
2. Be 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.
3. Save your work frequently and back up your data.
4. Do not intentionally waste limited resources (paper, ink, toner, CDs, DVDs, etc.)
5. Do not cause malicious or intentional damage to school technology.
6. Do not download application software and programmes using the school network.
7. Do not tamper with default or teacher-created settings on any school-owned computers.
8. Report any inadvertent access to inappropriate content using school technology immediately to your teacher.

Account

1. Use your own account in an ethical, legal, safe and responsible manner.
2. Use your own user account in support of education and learning purposes.
3. Be responsible for your own user account. Choose a password that is difficult for others to guess, and do not share it with anyone.
4. Do not share your account with others or use any account that does not belong to you. Report any possible security loophole to your teachers immediately.
5. Do not use your user account for any illegal activities. These include making unauthorised attempts to gain any access to any account not belonging to you, hacking into computer systems, or spreading computer viruses.
6. Do not use your school's user account for any financial gain or commercial activities, or download and copy any commercial software in violation of copyright laws.
7. Be mindful that some users will be sharing the same computer. Log off immediately when not using your user account for any period of time.
8. Be informed that the school system administrators reserve the right to inspect or perform searches on the contents in your user account, if there is evidence of illegal or unethical use.
9. Do 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

10. Remain polite and courteous in all online interactions.
11. Do not send unsolicited e-mails or participate in electronic chain-letters. Note that impersonation, anonymity, or use of pseudonyms is not permitted.
12. Access social media resources only under the direct supervision of your teacher and only for educational purposes.
13. Do not send, display or receive messages, pictures, or any other media which are abusive, obscene, sexually inappropriate, threatening, racially offensive, and considered harassment or offensive to human dignity.

Intellectual Property

14. Do not access, download, copy or share any copyrighted materials (such as pictures, videos, music) without explicit permission from the owner.
15. Do not own, copy or share software in an unauthorised or illegal manner.

Be reminded that if you fail to adhere to the policies and guidelines above, your account may be suspended or revoked. In serious cases, you may also face disciplinary action in school and/or prosecution in the court of law if you use your user account for illegal purposes.