

Unity Secondary School

Acceptable Use Policy (AUP) for use of EdTech Resources

Purpose of the Acceptable Use Policy (AUP)

Technology is an essential part of learning in today's world. This Acceptable Use Policy (AUP) establishes guidelines on the appropriate use of EdTech resources to help Unitians understand how to use these resources safely and responsibly, in line with efforts to develop digital literacies and grow as digitally responsible citizens.

It reinforces Unity Secondary School's mission to cultivate digitally responsible Unitians who practise a Growth Mindset, demonstrate Respect for digital guidelines, uphold Integrity online, and act with care toward others in the digital space.

At Unity Secondary School, EdTech resources include the following, but are not limited to:

- Learning devices (e.g. Personal Learning Devices (PLDs), school devices)
- ICT system accounts (e.g. Singapore Student Learning Space (SLS), Student iCON email)
- School's designated digital communication channels between students and staff (e.g. SLS, Student iCON email, Google Classrooms)
- School internet networks
- Educational applications (e.g. online research resources, content generation platforms)

For more information, please refer to:

Student Kit on Cyber Wellness and Learning with a Personal Learning Device –

<https://go.gov.sg/cw-studentkit>

General

1. You should not attempt to access data, system and information that you are not authorised to.
2. You are reminded that the use of learning devices and school's EdTech resources should solely be for the purpose of learning.

Using your PLD

3. 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.
4. In order to have a positive learning experience, you should ensure that your PLD is fully charged before bringing it to school. Should you need to charge your PLD in school, you should only do so at the school's designated charging stations, during recess and/or after-school hours.
5. You are reminded to keep your PLD updated by installing the relevant patches and updates when being prompted by the system.
6. All PLDs are installed with a Device Management Application (DMA) to support a safe and conducive learning environment. You should not attempt to bypass the DMA.
7. You are responsible for regularly backing up your learning materials in your PLD to prevent data loss.
8. You should not install unauthorised software, extensions, VPNs, games, or proxies.
9. You should not modify system settings without authorisation.
10. From 2026, all electronic devices (excluding PLDs) must be stored in assigned Electronic Device Lockers (EDLs) during school hours. Students are required to store devices in their assigned EDL upon entering school and retrieve devices only after the school day ends (after the last scheduled lesson, CCA, or intervention session). During school hours, Unitians may only use their PLD (Chromebook) as their learning device.
11. Unitians are required to use official school communication channels (e.g., SLS, Student iCON email, Google Classrooms) for non-urgent communication with

teachers. For urgent matters, you may use the telephone outside the staffroom or approach the General Office for assistance.

Being a Responsible Digital Citizen

12. You should interact with others in a respectful and responsible way.

13. You should not post online remarks that are

- racially and/or religiously insensitive,
- vulgar and/or offensive, or
- hurtful to others.

14. You should not use any devices to

- store, modify, create or share content that is inappropriate (e.g. indecent, pornographic, defamatory, hurtful to self or others).
- make threats, cause harassment or embarrassment, impersonate or intimidate others.

15. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).

Non-compliance with the above will lead to disciplinary action in accordance with the school's discipline policy.

Respecting Copyright

16. You are reminded to obtain explicit permission from the content owner(s) before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).

17. You should not use, copy, edit or share digital files in an unauthorised or illegal manner.

Using Artificial Intelligence (AI)

- 18. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
- 19. If the use of AI is permitted, you should acknowledge the use of AI in weighted assessments and homework as required.
- 20. You are to practice academic integrity and be responsible for your own learning when using AI. Understand that you are ultimately short-changing yourself if you pass off others' work as your own.
- 21. You should not use AI to create inappropriate, harmful, or unethical content.

Staying Safe and Secure Online

- 22. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices) to the school.
- 23. You are reminded not to disclose personal access credentials (e.g. PLD passcode) or sensitive personal data (e.g. home address, passwords) online or on AI platforms.
- 24. You should verify credibility of online content before sharing with others.
- 25. You should avoid clicking on suspicious links or downloading unknown files.
- 26. You should be cautious when interacting with others online (e.g. on social media) and not engaging with strangers.
- 27. You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

Digital Wellbeing and Balance

- 28. You are reminded to balance screentime with other activities including physical exercise and face-to-face social interactions.
- 29. You should avoid excessive use of your devices outside learning hours.
- 30. You should take regular breaks to rest your eyes and mind.
- 31. You are reminded to practice good sleep hygiene by not using your devices one hour before bedtime.