



Spectra Secondary School
Acceptable Use Policy (AUP) for use of EdTech Resources

Any non-compliance of this AUP will lead to disciplinary action in accordance with the school's discipline policy.

General

1. Do not try to access data, system and information that you are not authorised to.
2. 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. If you lose your PLD, you must report the matter to the school and make a police report.
4. Ensure that your PLD is fully charged before bringing it to school. Bring your own PLD charger and charge your PLD only in the classrooms when needed.
5. Keep your PLD updated by installing the relevant patches and updates when being prompted by the system. Always shut down your PLD.
6. All PLDs are installed with a Device Management Application (DMA) to support a safe and conducive learning environment. Do not attempt to bypass the DMA. Any attempts to bypass the DMA will be considered a discipline offence.
7. Be responsible for backing up your materials in your PLD regularly to prevent data loss.

Being a Responsible Digital Citizen

8. Interact with others in a respectful and responsible way. Do not post online remarks that are
 - racially and/or religiously insensitive,
 - vulgar and/or offensive, or
 - hurtful to others.
9. Do not use any devices (PLD or any personal 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.
10. Do not use MOE/school-deployed ICT system accounts, such as your MIMS login, for any commercial activities (e.g. buying and selling of goods and services).

Respecting Copyright

11. You must obtain explicit permission from the content owner(s) before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).
12. Do not use, copy, edit or share digital files in an unauthorised or illegal manner.

Using Artificial Intelligence (AI)

13. Ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
14. If AI use is permitted, you should acknowledge the use of AI in weighted assessments and homework as required.
15. 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 other's work as your own.

Staying Safe and Secure Online

16. Report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school.
17. You are reminded to develop online safety habits. This includes:
 - a. not disclosing personal access credentials (e.g. MIMS password, PLD passcode, etc.), sensitive personal data (e.g. home address, passwords) online or on AI platforms,
 - b. verifying credibility of online content before sharing,
 - c. avoiding clicking on suspicious links or downloading unknown files, and
 - d. being cautious when interacting with others online (e.g. on social media) by not engaging with strangers
18. Exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

Digital Wellbeing and Balance

19. Balance screentime with other activities including physical exercise and face-to-face social interactions.
20. Avoid excessive use of your devices outside learning hours.
21. Take regular breaks to rest your eyes and mind.
22. Practice good sleep hygiene by not using your devices one hour before bedtime.