

# ICT ACCEPTABLE USE POLICY

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## **Acceptable Use of ICT**

### 9.2 Student use of

- i) school-owned computers /IT equipment;
- ii) private-owned computers or devices e.g. tablet, mobile phones, etc in school and school-owned software, data, accounts ,wired/ wireless network and online services

are for educational purposes only and must be consistent with the school's vision, mission, values, curriculum and instructional goals.

## **Prohibited Use of ICT**

9.3 Student access to computers, mobile devices, network and internet services in VS is a privilege and not a right. Examples of prohibited uses include, but are not limited to, the following:

- i) Unauthorized use of computers/mobile devices - Accessing computers/mobile devices during curriculum hours without specific authorisation from the supervising teacher.

To help students regulate their use of mobile devices, students are reminded of the following:-

- a) Use of mobile devices for online gaming is not allowed in the school premises;
  - b) Mobile devices are not allowed to be used and placed on students' tables during lessons and in between transition of lessons;
  - c) If mobile devices are required for use during lesson (e.g. research), the teacher will give students at least 1 day advance notice. During the lesson, the teacher will ask students to take out their devices at the start of the activity. The students will be asked to keep the devices once the lesson activity is over;
  - d) Students who are caught misusing their mobile devices during lessons will have their device confiscated. Parents will be informed. Students will have to get their devices from their teachers before the end of the day.
- ii) Unsupervised usage of computers in computer laboratories - The use of computers in the computer laboratories is purely for curricular purposes under the supervision of the Subject Teacher. Computers located in the Media Resource Library (MRL) are available for use during non-curricular hours.

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- iii) Accessing inappropriate materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
- iv) Illegal Activities - Using the school's computers, networks, and Internet services for any illegal activity or that violates other policies, procedures and/or school rules;
- v) Violating Copyrights - Copying or downloading copyrighted materials without the owner's permission. Plagiarism - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
- vi) Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords and/or accessing other users' accounts.
- vii) Malicious Use/Vandalism - Any malicious use, disruption, altering, or harm to the school's computers, software, equipment, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.