Yishun Primary 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 students understand how to use these resources safely and responsibly, in line with efforts to develop their digital literacies and growth as digitally responsible citizens.

EdTech resources include the following, but are not limited to:
- Learning devices (e.g. school devices)
- ICT system accounts (e.g. Singapore Student Learning Space (SLS), iCON); and school internet networks.

For more information, please refer to:
Student Kit on Cyber Wellness and Learning with a Learning Device (Primary) – https://go.gov.sg/cw-studentkitpri

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

Being a Responsible Digital Citizen
2. Students should interact with others in a respectful and responsible way. They should not post online remarks that are:

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

   This school maintains a zero-tolerance approach (https://go.gov.sg/yps-school-rules) to bullying in all its forms, which includes online remarks.

3. Students 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.

4. Students 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

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

Using Artificial Intelligence (AI)

6. Students must ensure that they meet the minimum age requirement specified in each AI tool's age restrictions before using it. If the use of AI is permitted, they should acknowledge the use of AI in weighted assessments and homework as required.

7. Students are to practise academic integrity and be responsible for their own learning when using AI with the understanding that they are ultimately short-changing themselves if they pass off other's work as their own.

Staying Safe and Secure Online

8. Students should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school through their Form Teacher.

9. They are reminded to develop online safety habits. This includes 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, verifying credibility of online content before sharing, avoiding clicking on suspicious links or downloading unknown files, and being cautious when interacting with others online (e.g. on social media) by not engaging with strangers.

10. They should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

Digital Wellbeing and Balance

11. Students are reminded to balance screentime with other activities including physical exercise and face-to-face social interactions.

12. They should avoid excessive use of their devices outside learning hours.

13. They should take regular breaks to rest their eyes and mind, and are reminded to practise good sleep hygiene by not using their devices one hour before bedtime.