



Nan Hua High School
Acceptable Use Policy
Official (Closed) \ Non-Sensitive

Dear Student,

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 you understand how to use these resources safely and responsibly, in line with efforts to develop your digital literacies and growth as digitally responsible citizens.

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), iCON); and school internet networks.

For more information, please refer to:

Student Kit on Cyber Wellness and Learning with a Personal Learning Device (Secondary) – <https://go.gov.sg/cw-studentkit>

General

1. You are reminded that the use of learning devices and school's EdTech resources should solely be for the purpose of learning.
2. You should not attempt to access data, system and information that you are not authorised to. If you unintentionally access such folders, immediately inform your teacher.
3. You should not change any settings on school-owned devices. If you have unintentionally done so, immediately inform your teacher.

Use of iPad

4. You are responsible for your iPad and accessories. Always lock your device in the school locker or your school bag if you are leaving the classroom for lessons at external venues, recess or CCA. Never leave your device unattended. In the event of loss or theft of the device, you must make a police report and report the matter to the school.
5. You are not allowed to use any iPad that is not installed with the Device Management Application (DMA) as your PLD in school. There should not be any attempt to uninstall or bypass the DMA. If there is a change of PLD, you need to have the DMA installed on your new device at WizHub. Your PLD should also remain signed in with your school-managed Apple ID (@nhhs.edu.sg) and the SSOE networks in school to ensure a secure and focused learning environment.
6. You should ensure that your PLD is fully charged before bringing it to school everyday. Charging in school is prohibited.
7. You are reminded to update the iOS when necessary to receive security patches, address bug fixes and accessibility to new features.
8. You are responsible for regularly backing up your learning materials in your PLD to your iCloud/ Google Drive to prevent data loss.

Being a Responsible Digital Citizen

9. You should interact with others in a respectful and responsible way. You should not post online contents that are
 - racially, religiously and/or culturally insensitive,
 - vulgar and/or offensive, or
 - hurtful to others.
10. You are reminded to obtain explicit permission from others (teachers, peers, school staff, etc) before taking, sharing or posting their photos/ videos online.
11. You should not use any device/ network/ account 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.
12. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).

Online Safety and Security

13. You should report any incidents (e.g. unusual device/online behaviour or inappropriate use of devices), to the school.
14. You are reminded to observe online safety, which 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
 - being cautious when interacting with others online (e.g. on social media) by not engaging with strangers.
15. You should use your Student iCON and NHHS accounts for education purposes only (sign-in to school prescribed EdTech tools). Do not use the accounts for personal uses such as setting up an account for social media, gaming or online purchases.
16. You are reminded to keep your account credentials secure by changing your passwords regularly and observing password policy.

Respect Copyrights

17. You should not download, copy nor share any copyrighted materials (such as pictures, videos, music) without explicit permission from the content owner.
18. You should not own, copy or share any software in an unauthorised or illegal manner.

Use of Artificial Intelligence (AI)

19. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
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 other's work as your own.
21. You should recognise the limitations of AI responses (inherent bias, hallucination, inaccuracies of information, etc) and exercise caution when using them. Always verify AI responses against reliable sources like textbooks or consult your teacher.
22. You should not share sensitive personal details (passwords, contact info) with AI bots.

Care of Equipment

23. You are not allowed to enter the computer lab/ IT Resource Room without the permission of the teachers. Do not remove any equipment without permission.
24. You are reminded to check the devices (iPad/ laptop/ cameras) issued to you before and after every loan. Inform the teacher or ICT personnel immediately if there are damages or missing parts.

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

Digital Wellbeing and Balance

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

Technical Support

The WizHub is your first point of contact if you need technical help. Services provided by the WizHub include:

- Password reset for your accounts
- Troubleshooting software/hardware issues
- Collecting devices for warranty and repair
- Temporary loaning of school iPads
- Re-affixing identification labels
- Restoring iPads to factory settings

The WizHub is located at Level 1, beside the school canteen.

Student ICT Portal

For further resources, do refer to the Student ICT Portal.



<https://go.gov.sg/nhstudentict>

Password Reset Form

If you have forgotten your passwords to any of your school accounts, you may request for a password reset through the following link:



<https://go.gov.sg/nhpwreset>

It may take up to two working days for the password to be reset. The reset password will be sent to you through your form teacher/ email.

Acceptable Use Policy Student Pledge

- I will use my iPad responsibly and appropriately to support my learning.
- I will only use PLD with DMA installed.
- I will take good care of my iPad and never leave my iPad unattended in an unsecured or unsupervised location.
- I will bring a fully charged iPad to school to minimise disruptions to learning.
- I will not disassemble any part of my iPad nor attempt any repair at unauthorised centres.
- I will comply with the policies outlined in this iPad Acceptable Use Policy at all times.
- I will be responsible for all damages or loss caused by neglect or abuse.