



WEST SPRING SECONDARY SCHOOL

“THIRST FOR KNOWLEDGE”

61 Senja Road, Singapore 677737 Tel: 6892 0369(O) Fax: 6892 9468
Website address: <https://westspringsec.moe.edu.sg>

Acceptable Use Policy (AUP) **For Personal Learning Device & School ICT Resources**

Dear Student,

Computing devices and access to the Internet have become a necessity for work, play and learning in the 21st century. As you navigate the digital space, you should do so in a safe and responsible manner. More information for students can be found in our HBL website at www.tinyurl.com/wssshbl. (You need to be logged into your Student iCON account to be able to access this webpage)

In addition, you are reminded to observe the guidelines stated in this Acceptable Use Policy (AUP) on the use of personal learning devices (PLDs) and the ICT resources in school. ICT resources include the following, but are not limited to, MOE/school-deployed ICT system accounts, laptops, the device management application (DMA) and our internet network.

General

1. 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.
2. In order to have a seamless learning experience, you should ensure that your PLD is fully charged before bringing it to school.
3. All PLDs are installed with a device management application (DMA) to support a safe and conducive learning environment. You should not attempt to uninstall the DMA or de-enroll the PLD from the DMA. Non-compliance may lead to disciplinary action in accordance with the school's discipline policy.
4. You should not attempt to access data, system and information that you are not authorised to.
5. You are reminded that the use of PLDs and school's ICT resources should solely be for the purpose of learning.

User Account

6. You should interact with others in a respectful and responsible way. You should not post online remarks that are
 - racially and/or religiously insensitive,
 - vulgar and/or offensive, or
 - hurtful to others.



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

Intellectual Property

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



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Home- based Learning (HBL) Expectations

Purpose

To set the expectations for West Spring Secondary School students who are engaged in home-based learning (HBL).

General Rules for HBL

Students must:

- (1) use their personal learning device (Chromebook), personal laptop or desktop. Use of smart phone will not be suitable for HBL.
- (2) connect their learning device to the Internet.
- (3) use a pair of headset or earphones with microphone capability.
- (4) mute their microphone and switch on your video during online lessons.

At the Start of the HBL day

- (5) access the **WSSS HBL website** (<https://tinyurl.com/wssshbl>) for announcements and links to your subject teachers' webpages. You can only access this website using Student iCON account.
- (6) access **Students Learning Space (SLS)** (<https://learning.moe.edu.sg>) when instructed.
- (7) regularly access <https://google.workspace.com> to check your **Students iCON** inbox for new emails and to access **Google Classroom**.
- (8) bookmark all your current year's teachers' webpages for easy reference.

Learning Resources

- (9) place learning materials (textbook, workbook, worksheets) on your study table.
- (10) get ready a set of writing materials. (foolscap/pen/pencil).
- (11) organise files in folders. Create a **main folder called Year_SecYZ**, followed by **sub-folders called Subject_Teacher's Name**. Do the same for both your files in the local disk and in Google Drive.
- (12) create a backup of important work in a thumb drive.

Cyber Wellness

Students to

- (13) keep your login credentials safely.
- (14) create and share online content in a safe and responsible manner.
- (15) request for technical help like passwords reset at <https://tinyurl.com/pdlphelp>.
(Please note the response time is by the next working day.)

Reporting Absenteeism

If you have fallen sick on the HBL day, please call the school hotline to report to your Form Teacher.

 School Hotline: 68920369