

Acceptable Use Policy Agreement

In today's digital world, using devices and the internet is important for learning. This Acceptable Use Policy (AUP) helps pupils use the ICT resources safely and responsibly. All pupils must follow these guidelines to keep a positive and respectful learning environment.

The R.I.G.H.T. Use of ICT Guidelines

R – Responsible Use

- I will use school-owned devices (e.g., laptops and tablets) and internet only for learning and with my teacher's permission.
- I will only use my own account login ID and password and keep them safe by not sharing them with anyone.
- I will switch off my personal devices (e.g., smartphones or smartwatches) and keep them in my bag during school hours.
- I will use my smartphone/smartwatch only after school, at the foyer or outside the General Office, solely to contact my parents.
- I will set a time limit for using the internet and digital devices (including both school-owned and personal devices).
- I will take regular breaks to rest my eyes and mind, spend time on other activities like exercise, and avoid using devices one hour before bedtime. *(Newly added in 2026)*
- I will not access any data, files, or systems that I am not allowed to. *(Newly added in 2026)*
- I will not use my school accounts to buy, sell, or promote any goods or services. *(Newly added in 2026)*

I – Internet Safety

- I will use the internet only for schoolwork and only with my teacher's permission.
- I will adhere to all rules set by my teachers when using internet and video conferencing platform (e.g., Google Meet).
- I will use applications responsibly by adhering to their rules. Specifically, I will ensure that I am 13 years old before using apps such as WhatsApp, Facebook, Instagram, and TikTok.
- I will only engage with people whom I know.
- I will log out or shut down the laptop when I am finished working on it.
- I will not visit inappropriate websites.
- I will not open any attachments in emails or follow any links in emails/website without first checking with a teacher or parent.
- I will never share personal information (full name, home address, phone number, schedule of my activities) online.

G – Good Digital Citizenship

- I will be respectful and kind when communicating online and follow the T.H.I.N.K. rule (Is it True, Helpful, Inspiring, Necessary, Kind?).
- I will always double-check the information I share online to make sure it is accurate.
- I will always respect the privacy and ownership of others' work online by acknowledging them.

- I will not post, download, copy, or share pictures, videos, recordings of others or any other people's work without their permission.
- If I see cyberbullying, harmful content or anything online that makes me uncomfortable, I will report it to my teacher or parents immediately.

H – Handle Devices with Care

- I will take good care of school devices, keeping them away from food, drinks, and handling them with care.
- I will never leave devices unattended and will store them safely in the classroom.
- I will report any damage, issues with devices or loss of the device to my teacher immediately.
- I will bear the responsibility of the cost of repair and/or replacement of the device and/or accessories in the event of loss or damage arising from my own negligence and misuse.

T – Technology for Learning

- I will follow all school rules and my teacher's instructions when using technology for schoolwork.
- I will use AI tools only to support my learning and only with my parent's or teacher's guidance.
- I will be honest if I use AI for assignments.
- I understand that if I copy someone else's work or let AI do everything for me, I am not really learning. *(Newly added in 2026 – not yet reflected in the Student Handbook)*
- I understand that AI tools can sometimes give wrong, biased, or old information, so I will always check with my teacher or trusted sources. *(Newly added in 2026 – not yet reflected in the Student Handbook)*
- I will not share personal information with AI tools.

By signing this agreement, I agree to follow the Acceptable Use Policy (AUP) for using the school's ICT resources and personal devices responsibly and safely. I understand that failing to adhere to these guidelines may result in the confiscation of my digital device, loss of usage privileges, and possible disciplinary actions determined by the school's Student Management Committee.

Pupil's signature: _____

Date: _____