

# YCKSS DIGITAL WELLNESS POLICY

## Be a Responsible Digital Citizen

Digital devices and access to the Internet have become a necessity for learning, work and play. To ensure a safe and conducive technology-enabled learning environment at Yio Chu Kang Secondary School, students are to adhere to the guidelines stated in this YCKSS Digital Wellness Policy.

This policy provides guidelines on Cyber Wellness – positive online behaviour and the safe and responsible use of cyberspace, as well as the responsible use of personal digital devices and the school's ICT facilities, equipment and resources.



<p><b>Sense – Think – Act Process</b></p> <p><b>Sense:</b> Identify the possible risks of harmful behaviours online and learn how to protect oneself</p> <p><b>Think:</b> Analyse, evaluate and reflect on the online situation based on the three CW principles</p> <p><b>Act:</b> Translate understanding into actions so as to be safe and have a positive presence online</p>
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MOE Cyber Wellness Framework

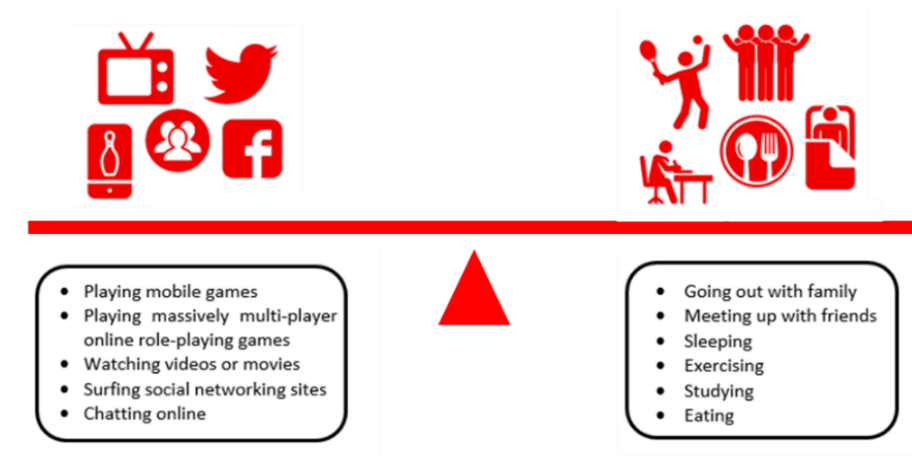
### Safe and Responsible Use

1. Users are responsible for using their Personal Learning Devices\* (PLDs), school-owned ICT facilities, equipment and resources for the purpose of learning.
2. Users should not install any computer games or social media apps on PLDs, unless prior permission is given by the HOD ICT.

\* Sec 1 to 3 students will collect their PLDs from March 2021.

3. Users should not use PLDs to store, modify or create content (e.g. documents, presentations, pictures, videos) that is pornographic or defamatory in nature.
4. Users' PLDs are installed with device management software. When enrolled, the software will manage users' device usage based on settings determined by the school. Users should not attempt to uninstall or de-enrol themselves from the software.
5. Users should bring their PLDs home with them at the end of every school day and ensure that their PLDs are fully charged before bringing it to school.
6. Users should not use the school's electrical power points to charge their PLDs and mobile phones, unless at designated charging points such as the Technology Support Centre.
7. Users should lock their PLDs in the lockers when leaving the classroom, unless otherwise instructed by teachers.
8. Users should not use their mobile phones and should keep them in the lockers during curriculum hours.
9. Users are responsible for their PLDs and mobile phones. The school will not be held responsible for any damage, theft or loss of their devices. In the event of loss or theft of devices, users must report the matter to the school immediately.
10. Users are responsible for any resource that is borrowed from school for the duration of the loan. The user will bear the cost of damage, theft or loss due to negligence.
11. Users are responsible for the security of their account IDs and passwords. All account IDs and passwords should not be shared with anyone. Using another person's account and password, with or without the account holder's permission, is a serious offence.
12. Users are to use their full name as stated in their EZlink cards for all account IDs. Aliases, nicknames and pseudonyms are not allowed.
13. Users should be mindful of the risks of harmful and illegal online behaviours, and take steps to protect themselves (e.g. keep their personal information private, verify the reliability of information using various sources).
14. Users should make wise and healthy choices, including maintaining a healthy balance of their online and offline activities.

\* Sec 1 to 3 students will collect their PLDs from March 2021.



*Adapted from MOE Educational Technology Division's ICT Connection*

### **Respect for Self and Others**

15. Users should uphold their own dignity when online (e.g. share appropriate content and participate only in legal online activities).
  
16. Users should be respectful in their online behaviours. These include putting themselves in others' shoes, accepting diverse views and opinions, and not posting/sharing hurtful, insensitive or offensive remarks online.
  
17. Users are expected to remain courteous and polite in all online interactions.
  
18. Users should not send forged emails or post forged messages, spam other users, impersonate another person or send email anonymously.
  
19. Users should respect the privacy of others by not making any unauthorised audio, image or video recordings, unless explicit permission has been given by the relevant parties being recorded. These may include, but are not limited to, capturing images of your teachers or peers without their permission, video recordings of personal events within the school premises, and other similar contexts.
  
20. Users should respect the rights of others by complying with all laws and school policies regarding the protection and use of intellectual property (e.g. seeking permission from the owner before using/sharing copyrighted materials). Users should not own, copy or share software in an unauthorised or illegal manner. The rights of all materials and data created using the school's ICT facilities and resources are jointly owned by the school and the user.

\* Sec 1 to 3 students will collect their PLDs from March 2021.

### **Positive Peer Influence**

21. Users should be a positive role model online by sharing healthy and positive content and harnessing technology to do good for others.
  
22. Users should advocate positive online behaviours and report cases of cyber bullying to teachers promptly.

The school reserves the right to record and retain data on school-owned devices and/or accounts issued by the school for investigation or as evidence.

Violation of any policies, rules or administrative procedures may result in a temporary suspension or revocation of a student's account, or may result in stricter restrictions on the use of PLDs being imposed. The student may also face disciplinary actions accordingly.