



APS
Assumption
Pathway
School

A School of the Montfort Brothers of St. Gabriel

Personalised
Digital
Learning
Programme

STUDENTS' HANDBOOK

PDLP@APS

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Students' handbook for PDLP@APS

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1. About PDLP@APS

PDLP@APS is an initiative that has every APS student equipped with a personal digital learning device to enable learning via a digital platform. With the device, students will have greater access to digital learning resources, taking learning beyond the confines of the classroom. This allows for learning to be more meaningful, effective and engaging while also increasing the level of digital literacy and self-directedness in their learning aptitude.

2. School Policy on computer and internet use in school (for compliance)

- 2.1 This policy set forth the responsible and acceptable use of the Personal Learning Devices (PLDs) and Internet both in school and at home. As responsible members of the APS Learning Community, students and their parents must respect and honour this policy.
- 2.2 The use of PLDs and access to network and Internet services in school are for learning purposes only. While students own their PLDs, the school governs the students' use of the PLDs and rights to access the networks and Internet services in school. In view that students are given access to school-owned on-line modules from home; this set of policy also covers the use of PLDs in Students' homes.
- 2.3 Students are responsible for ethical use of the PLDs and any other ICT resources of the school. Students are to comply with the rules stipulated in this policy. Appropriate disciplinary actions will be taken should students violate these rules.
- 2.4 Under this policy, unacceptable uses that are prohibited include, but are not limited to the following:
 - 2.4.1 Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
 - 2.4.2 Illegal Activities – Using PLDs to access networks and Internet services for any illegal activity or activity that violates other school rules;
 - 2.4.3 Violating Copyrights – Copying or downloading copyrighted materials without the owner's permission (for more information on Copyright, please refer to the Intellectual Property Office of Singapore (IPOS) at www.ipos.gov.sg);
 - 2.4.4 Plagiarism - Representing as one's own work any materials (such as essays, articles, etc.) obtained directly from the Internet. When Internet sources are used in Students' work, the author, publisher, and Website must be identified and referenced;
 - 2.4.5 Copying Software - Copying or downloading MOE's or school's software without the authorization of the system administrator;
 - 2.4.6 Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users' passwords and/or accessing other users' accounts without permission;

- 2.4.7 Malicious Use/Vandalism – Any malicious use, disruption or harm to the school networks and Internet services, including but not limited to hacking activities and creation or uploading of computer viruses;
- 2.4.8 Unauthorized Access to Chat Rooms/News Groups – Accessing chat rooms or news groups without specific authorization from the supervising teacher; and
- 2.4.9 Cyber-bullying – Send, post text or images publicly to hurt, embarrass, attack or defame the character of another person.
- 2.5 The school retains control and supervision of all computers (including student-owned PLDs), networks, and Internet services. The school reserves the right to monitor all PLDs and internet activities by students. The school will take appropriate investigative actions into the PLD and internet activities when necessary.
- 2.6 Students are discouraged from participating in on-line activities that will incur charges. Students are to seek parental approval for such activities. Even with parental approval, parents are also strongly advised not to disclose their credit card information and/or on-line banking PINs to their child. Transactional activities, even if it is educational in nature such as subscribing to educational resources, should be done under the supervision of parents. The school assumes no responsibility for any unauthorised charges made by students through all forms of electronics or on-line transaction.
- 2.7 A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a teacher and parents. As highlighted in Para 3.6, transactional and registration activities should be done under the supervision of parents. For school-owned on-line modules, registration will be done under the supervision of teachers and authorized members of the staff. Students should **NEVER** meet people they have contacted through the Internet without parental permission. Students are to report to their parents and/or teachers should they be approached by strangers on the Internet. Students should also inform their teachers if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.
- 2.8 As PDLP@APS extends beyond school to home environment, the success of the programme hinges on the strong partnership between school and parents. The school, henceforth, requires parents' written endorsement as a form of support and commitment in ensuring that their children abide to the rules set in this **Acceptable Use Policy Agreement** (See **Annex B**) to guide them on the correct use of their PLDs to achieve the outcomes.

3. Protecting and storing your personal learning device (PLD).

- 3.1 Students' PLDs are to be labelled or tagged for easy identification. Even though the school keeps a record of PLDs owned by the students, parents and students are strongly encouraged to keep a record of the PLD's serial number.
- 3.2 Students are required to password protect their PLDs by using Windows Log-in and keeping that password confidential.
- 3.3 Under no circumstances should PLDs be left unattended and unsupervised.
- 3.4 Students should take their PLDs home every day after school. Students are not allowed to leave their PLDs in the classroom or on school premises. The school will not be responsible for any loss if students have deliberately left their PLDs in the school premises or have forgotten to bring them home.

4. Appropriate use of your personal learning device (PLD) in school and classrooms.

- 4.1 PLDs are intended for use in school each day. Students are to bring their PLDs to all lessons, unless specifically informed by their teachers.
- 4.2 Students are reminded not to leave their PLDs unsupervised or unattended.
- 4.3 Students may customize their desktop and screensavers for easy identification. However, the desktop background and screen savers used must be appropriate. Desktop backgrounds and screen savers that contain inappropriate visuals or language are prohibited.
- 4.4 Students should mute the sound of their PLDs to avoid disruption during lesson. If sound is required, students are to use the headsets/earphones they have purchased.

5. Taking care of your Personal Learning Device (PLD)

- 5.1 You are responsible for the general care of PLD both at home and in school.
- 5.2 No food or drink is allowed next to your PLD while in use.
- 5.3 When moving your PLD from one place to another, you should not carry your PLDs with the screen opened.
- 5.4 Nothing should be placed on top of the PLD to avoid putting pressure and weight that may damage the computer, especially the screen. You will need to bear the full cost for the repair of the device should it be damaged. It is your responsibility to take good care of your PLD.
- 5.5 The screens of PLDs are easily damaged due to rough treatment or excessive pressure. You are advised not to poke the LCD screen or lean against the PLD even when it is stored in a well-padded bag or protective case
- 5.7 You must not expose the PLD to direct sunlight or rain to prevent it from any heat/water damage.
- 5.6 You are advised to carry your PLD in well-padded bag and/or protective cases that are specially made for PLDs. These bags and cases have sufficient padding to protect PLDs from normal treatment and provide suitable means for you to carry your computer around.

6. Charging of personal learning device (PLD).

- 6.1 Students should not use the school's electrical power to charge their PLD.
- 6.2 They should ensure that their PLD is fully charged at home.

7. Loan Policy for personal learning device (PLD).

- 7.1 Students can only loan a PLD from school if their notebook is faulty.
- 7.2 Students are responsible for the PLD that is borrowed from the school.
- 7.3 Students will bear the cost of damage, theft or loss of the PDL due to negligence and may face disciplinary action in accordance to the school's discipline policy.

8. Technical Support.

The ICT support office is the first point of contact for the repair of the PLD.

Services provided by ICT office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Notebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Notebook to factory default
- System software updates.

9. Reporting loss of Personal Learning Device(PLD) in school.

9.1 Students need to report the loss of PLD in the ICT Support office.

9.2 A police report must be submitted in cases of theft or loss.

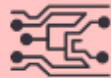
10. Conclusion.

10.1 While the school puts in place a set of rules and guidelines to guide students towards responsible use of PLDs, there may still be areas that are not covered in this handbook. For areas that are not covered in this handbook, students and their parents are advised to refer to use the school's **CARER values – Care, Adaptability, Resilience, Excellence and Responsibility** to guide them in making sound decisions and in the correct use of PLDs.

10.2 Please read the PDLP@APS Students' handbook carefully.
Students and parents are to complete Annex B and return it to their respective form teacher.

Annex A – Device Care For Students

Your Device



Prevent Electrical Damage

Devices have electrical components that may malfunction when in contact with fluid, heat and rough handling.

- No food/drink is allowed next to your device.
- Never force/shove your device into your locker or bag.
- Carefully insert cords, cables, and removable storage devices into the ports.
- Do not expose your device to extreme temperatures or direct sunlight for extended periods of time.
- Carry the device with care. Never pick up the device by the screen or carry the device with the screen open. (not for tablet)



Protect the Screen

Screens are particularly sensitive to damage from excessive pressure on it.

- Do not draw or write on top of the device.
- Close the screen gently.
- Do not poke the screen.
- Do not put pressure (not even your school bag) on the top of the device.
- Do not bump the device against lockers, walls, car doors, floors, etc
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Do not store the device with the screen open. (not for tablet)
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks). (not for tablet)



Use Appropriate Technical Support

Any attempts to repair the device yourself would void the warranty and cause you to incur additional charges.

- Do not try to temper with the operating system on your device, you may not get the necessary support by the school.
- Never try to open your device to change the hardware of your device, this would void the warranty!



Prevent theft and loss

When the device is left unattended or visible to others, may increase temptation of theft.

- Never leave the device unattended, not even storing it in a vehicle.
- Do not lend the device to another person. You are solely responsible for your device.
- Do carry the device to and from school in a school bag or backpack so that it is not visible including periods of time when waiting at a bus stop, riding public transportation, or when walking around.



Prolong Battery Lifespan

The average battery life is about XX hours.

- Shut down or put to sleep mode when not in use.
- Remember to fully charge before each school day.
- If the device is consistently losing its charge before the end of the school day, turn it in to the for repair.

Preventing theft of online identify

- Never share their account passwords with others, unless requested by an administrator.

Annex B – Acceptable Use Policy Agreement

[To be retained by school after completion]



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PART I: For Students

Student's Name : _____

NRIC Number : _____

Class : _____ Year : _____

- a) I have read the **PDLP@APS -Students' Handbook**.
I agree to follow the rules in this handbook and use my Personal Learning Device and the Internet in a responsible manner.
- b) I understand that the use of the school-owned on-line modules and Internet service is limited to academic activities. They are a privilege and not a right.
- c) I understand that my Internet access, and/or computer account may be suspended and/or terminated and other disciplinary actions may be taken against me.

Student Signature: _____

Date: _____

PART II: For Parents/Guardians

Dear Parents/Guardians

IT IS EXTREMELY IMPORTANT THAT YOUR CHILD ADHERE TO THE GUIDELINES SET OUT IN THE PDLP@APS- STUDENTS' HANDBOOK. WE URGE YOU TO DISCUSS IT WITH YOUR CHILD BEFORE ENDORSING AND RETURNING IT TO THE SCHOOL.

- a) I have read and understand the **PDLP@APS -Students' Handbook** relating to my child's use of the Personal Learning Device and Internet service in school.
- b) I understand that the computer network and Internet access are provided **for educational purposes**.
- c) I have discussed the guidelines set out in the **PDLP@APS -Students' Handbook** with my child and understand that my child will be subjected to disciplinary action for the violation of any of these rules. I also understand that any violation will result in loss of access to the device, Internet access and termination of network privileges.
- d) I recognise that it is impossible for school to restrict access to all controversial materials available on the Internet and I will not hold the school responsible for controversial materials acquired by my child while on-line.
- e) I understand that I have an important role in guiding my child on the correct use of his/her PLDs and agree to be responsible if my child misuses the Personal Learning Device, the school network, the Internet, or other on-line systems.
- f) **I understand that my child will have to bring home the PLD daily and to ensure the safe keeping of the device.**
- g) **I understand that the school will not be held responsible for any lost or damage of the PLD.**

Name: _____

Relationship: Father / Mother / Guardian (Please circle accordingly)

Signature: _____

Date: _____