

The Marist Code of Conduct, School Rules & Expectations

Maris Stella High School is a full school comprising some 3000 students. Staff and students share a collective responsibility in sustaining a vibrant and nurturing environment for the **holistic development of Marists**. Marists from the secondary section, as the seniors of the school, have the responsibility to role model good conduct and live by the school values and motto, so as to lead the junior Marists in building a conducive school environment for learning.

Values form the core of our belief system and attitudes. They determine how we make moral choices in life. With the right values, we make responsible decisions that demonstrate respect for self and others. Marist values are distilled from the life experiences of St. Marcellin Champagnat, the founder of the Marist Brothers. These values guide Marists in their behaviour and conduct.

Discipline is an integral part of character development. When we develop character of our students, we help them to develop into **gentlemen of faith, vision and service**. Discipline is the bridge between goals and accomplishment. The school seeks to develop self-discipline in students to ensure that they realise their potential as they learn, develop and grow in the school.

As a Marist family, we seek to build **positive relationships** between all members of the school community so as to achieve our Marist student outcomes. This is achieved through school programmes as well as expectations of students being guided by the school code of conduct in all interactions.

In instances where the code of conduct is breached, the Student Management Team will investigate causes of harm, heal and put the wrong things right. We develop relational practices that will reduce incidents of inappropriate behaviour.

We ask Marists to **reflect** when they have made a mistake:

- What happened?
- What were you thinking about?
- What do you think went wrong?
- Who have been affected and how have they been affected?
- How can I make things right?

We see mistakes as opportunities for students to learn, strive to build social capital and empower our students to learn from their mistakes, make amends and not make the same mistake twice. Students must also realise that all decisions come with consequences.

All Marists are to adhere to the code of conduct throughout their journey here in Maris Stella High School so as to collectively build an environment where order and discipline are present in school for learning to take place meaningfully. The code of conduct also apply whenever a student is representing the school at official functions or in any other school activity, local or overseas.

It is **every student's responsibility** to be familiar with all school rules and expectations and observe them accordingly. Ignorance is neither a reason nor excuse for inappropriate behaviour. Appropriate intervention procedures will be taken when school rules are infringed including detention, school service, in-school suspension, suspension from school or in very serious cases, caning or expulsion.

We believe that all Marists have their foundation anchored with integrity and personal responsibility. They must come forth when they have knowledge of wrongdoing, be it their own or others. Students who choose to remain silent and allow wrongdoing or harm to take place are as responsible and will be held accountable for their inaction.

Presence

1. Marists show the value of **presence** by...
 - 1.1. Attending school regularly for lessons, CCAs and all school activities.
 - 1.2. Being punctual for lessons, CCAs and all school activities.
 - 1.3. Being physically and mentally present for lessons, CCAs and all school activities.
 - 1.4. Participating actively and appropriately at all times during lessons, CCAs and all school activities.
 - 1.5. Providing only a valid medical certificate or valid document when absent from for lessons, CCAs and all school activities and handing in the medical certificate or valid document immediately on the day of returning to school.

Simplicity

2. Marists show the value of **simplicity** by...
 - 2.1. Being properly attired as a Marist gentleman for all school functions, official events, learning journeys and field trips, unless permission is given to attire otherwise, in terms of:
 - 2.1.1. Wearing the prescribed school uniform, PE uniform or dress down uniform;
 - 2.1.2. Wearing MSHS socks and white canvas shoes or approved sports shoes. Only school appointed Student Councillors are allowed to wear black shoes.
 - 2.2. Being properly groomed as a Marist gentleman for all school functions, official events, learning journeys and field trips, in terms of:
 - 2.2.1. Ensuring hair is neat, natural in colour and in acceptable styles;
 - 2.2.2. Being clean shaven;
 - 2.2.3. Having short and clean fingernails.
 - 2.3. Minimizing distractions from handphones via keeping them switched off in lockers during lessons and only using them only when necessary in the Canteen/Cafe or at the Porch:
 - 2.3.1. Before morning assembly and after the last period of curriculum time; or
 - 2.3.2. During recess/lunch time.

Family Spirit

3. Marists show the value of **family spirit** by...
- 3.1. Creating a conducive environment for teaching and learning at all times.
 - 3.2. Acknowledging, caring and respecting all staff and fellow schoolmates at all times.
 - 3.3. Queuing up in an orderly fashion to buy food / drinks / items in the Canteen, Cafe and Bookshop.
 - 3.4. Taking good care of any school property and environment.
 - 3.5. Ensuring that any area of the school is returned to a clean state after use for the next user.

Love of Work

4. Marists show the value of **love of work** by...
- 4.1. Having all required materials ready by the start of every lesson.
 - 4.2. Being attentive and respond appropriately during lessons and discussions.
 - 4.3. Handing in work of acceptable standards by the assigned deadline.
 - 4.4. Seizing all opportunities during school hours in school to be conscientious and engaged in academic work.
 - 4.5. Taking the initiative to retrieve missed work / sit for missed assessment due to absenteeism at the earliest instance upon returning to school.

In the Way of Mary

5. Marists show the value of **in the way of Mary** by...
- 5.1. Ensuring that the school remains a safe and positive environment through actions, things in possession and items brought to school.
 - 5.2. Being honest, selfless, humble and optimistic in our actions as an active contributor and a concerned citizen in the community.
 - 5.3. Making responsible decisions in and outside of the school environment by identifying and analysing a situation competently.
 - 5.4. Carrying the Marist identity with pride, and enhance the good name of the school by striving to be well-spoken, well-behaved and well recognised as ambassadors of the school.

Rules	Consequences
1. Dress Code	
<p>1.1 School Uniform</p> <p>1.1.1 Students are to wear the prescribed school uniform and modification of the uniform is not allowed.</p> <p>1.1.2 Students must tuck in and button up their shirts at all times while in uniform.</p> <p>1.1.3 Students are not to fold up the sleeves of their shirts at all times while in uniform.</p> <p>1.1.4 Students are not to be in 'half-uniform' i.e., wearing the uniform shirt with PE shorts, or the Marist singlet with the uniform shorts/ trousers at all times.</p> <p>1.1.5 Upper Secondary students must ensure that their trousers are of the specified length and design as stated in the Marist Companion.</p> <p>1.2 Footwear</p> <p>1.2.1 Students are to wear ankle-length school socks with the school initials.</p> <p>1.2.2 Students are to wear either white canvas shoes or approved sports shoes (i.e., predominantly white base with either black or dark blue stripes/design only) with white laces.</p> <p>1.2.3 Only appointed School Councillors are allowed to wear black shoes.</p> <p>1.3 School Badge & Name Tag</p> <p>1.3.1 Students are to wear the school badge and their name tag at all times while in uniform.</p> <p>1.3.2 The school badge must be worn above the breast pocket of the uniform.</p> <p>1.3.3 The name tag must be worn below the school badge but above the breast pocket of the school uniform.</p> <p>1.3.4 The student's name on the name tag must be in accordance with the name in the class register.</p> <p>1.4 School Tie</p> <p>1.4.1 Students must wear the school tie every Monday, school functions, and any other occasion as specified by the school.</p> <p>1.4.2 Students must button up the shirt collar before wearing the school tie. The school tie must be worn properly at all times.</p> <p>1.5 School Belt (for Upper Secondary students)</p> <p>1.5.1 Students must wear the approved school belt while in uniform at all times.</p> <p>1.5.2 Only the approved belt buckle should be worn with the school belt.</p>	<p>1.1:</p> <ul style="list-style-type: none"> • Students will need to rectify the matter immediately by borrowing the respective uniform from the General Office. <p>1.2:</p> <ul style="list-style-type: none"> • Students will need to rectify the matter immediately by buying school socks from the school bookshop. <p>1.3:</p> <ul style="list-style-type: none"> • Students will need to rectify the matter immediately by buying the school badge or temporary name tag from the school bookshop. <p>1.4:</p> <ul style="list-style-type: none"> • Students will need to rectify the matter immediately by borrowing the school tie from the General Office. • Students will wear the school tie for the rest of the week. <p>1.5:</p> <ul style="list-style-type: none"> • Students will need to rectify the matter immediately by borrowing the belt from the General Office.

Rules	Consequences
<p>1.6 School Singlet 1.6.1 Students are to wear the school singlet or any white singlet (without design) at all times while in uniform.</p> <p>1.7 PE Attire 1.7.1 Students are to wear the school singlet, PE shorts, school socks and canvas shoes or approved sports shoes for their PE attire. 1.7.2 Students must ensure that their school singlets are tucked into their PE shorts at all times.</p> <p>1.8 Marist Polo Shirt 1.8.1 Students can wear the Marist polo shirt on Fridays.</p> <p>Students may wear PE shorts with any school T-shirt (other than the school uniform or CCA uniform) when they come back to school during weekends and/or during school holidays. Rules regarding shoes and socks apply. However, attire for extended curriculum remains as full school uniform.</p> <p>1.9 Hairstyle 1.9.1 Students are to keep their hair short, neat and well-combed. Hair when combed down should not touch the eyebrows or ears. 1.9.2 Students are not allowed to perm, dye or tint their hair. 1.9.3 Students are not to gel their hair into any untidy and/or fanciful manner. 1.9.4 Students are to be clean shaven, and there is to be no wearing of beards and moustaches. 1.9.5 Inappropriate hairstyles are not allowed.</p> <p>1.10 Fingernails 1.10.1 Students are to keep short and clean fingernails at all times. 1.10.2 Students are not to paint their fingernails.</p> <p>1.11 Accessories, Ornaments & Jewellery 1.11.1 Students are not to wear any form of accessories, ornaments, or jewellery which are secular in nature while in uniform. 1.11.2 Students are allowed to wear religious articles under the school uniform.</p> <p>Please refer to last page of the Marist Companion for a visual representation on the uniform and hairstyle standards for all Marists.</p>	<p>1.6:</p> <ul style="list-style-type: none"> Students will need to rectify the matter immediately. <p>1.7:</p> <ul style="list-style-type: none"> Students will need to rectify the matter immediately. Parents will be informed for recalcitrant students. <p>1.8:</p> <ul style="list-style-type: none"> Parents will be informed for recalcitrant students. Student may be asked to rectify the matter before continuing with school activity. <p>1.9:</p> <ul style="list-style-type: none"> Student will be instructed to get an acceptable haircut within 3 school days and parents informed, failing which student may be suspended from classroom lessons until his hairstyle/haircut meets the requirement. Conduct grade may be lowered. <p>1.10:</p> <ul style="list-style-type: none"> Students will need to rectify the matter immediately. <p>1.11:</p> <ul style="list-style-type: none"> Accessories, ornaments or jewellery may be confiscated and returned only to parents.

Rules	Consequences
2. Attendance & Punctuality	
<p>2.1 Students are to attend school regularly. This includes attending all school events and any other event specified as compulsory by the school. A medical certificate must be presented to the form teacher without demand immediately upon return to school. Failure to do so, student will be marked as Absent without Valid Reason and may be classified as truancy (refer to rule 10.1).</p> <p>2.2 Parent letter will only be accepted on a case-by-case basis to a maximum of 3 letters per semester.</p> <p>2.3 Students are considered late for school if they are not present with their classmates, at the start of morning assembly by 7.30 a.m. daily.</p>	<p>➤ See consequences for truancy.</p> <p>2.3:</p> <ul style="list-style-type: none"> • Students will be marked late by Form Teacher once morning assembly has started. • Student will have to report to General Office (1st period onwards) and have their latecoming recorded on the blue slip and hand over to the teacher in class. • Students will attend detention from 3rd latecoming of the semester onwards. • Conduct grade may be lowered.
3. Classroom Etiquette	
<p>3.1 Students are to be attentive at all times during lessons.</p> <p>3.2 Students are not to leave the classroom without permission first from a teacher</p> <p>3.3 Students are to bring all required textbooks, workbooks, exercise books, notes, reading materials and stationery to class according to their time-table.</p> <p>3.4 Students are to submit all assignments / homework on time.</p> <p>3.5 Students are not allowed to change their seats without permission from the teacher.</p> <p>3.6 Students are not allowed to consume food and flavoured drinks in the classroom at all times.</p> <p>3.7 Students must be punctual for lessons.</p> <p>3.8 Students are to remain in their seats and to prepare for the following lesson.</p> <p>3.9 Students are to refrain from shouting, talking and/or walking about.</p> <p>3.10 Students are not to leave the classroom or visit the toilet without the permission of the teacher of the following lesson.</p>	<p>Whole section:</p> <ul style="list-style-type: none"> • Parents will be informed. • Detention or in-school suspension may be given to recalcitrant student. • Conduct grade may be lowered.
4. Movement about the School Premises during Curriculum Time	
<p>4.1 Students are to assemble in two rows outside their classrooms before walking as a class to any part of the school (laboratory, art room, music room, etc). Silence is to be strictly observed at all times.</p> <p>4.2 Students are to walk quietly and quickly and take the shortest possible route to their destination.</p>	<p>Whole section:</p> <ul style="list-style-type: none"> • Parents will be informed. • Detention or in-school suspension may be given to recalcitrant student. • Conduct grade may be lowered.

Rules	Consequences
<p>4.3 Students are not to move about the school without the permission of the teacher.</p> <p>4.4 Students are not allowed to purchase stationery and purchase / consume food or drinks.</p>	
5. Self-Study Period	
<p>A student is deemed to be having a self-study period when he does not offer a particular subject and is required to leave his classroom during that period.</p> <p>5.1 Students are to ensure that they have all the necessary materials before leaving the classroom.</p> <p>5.2 Students are to walk quietly and quickly to the designated areas for their self-study.</p> <p>5.3 Students are not to read comics, magazines or storybooks during self-study periods.</p> <p>5.4 Students are to observe proper behaviour and be punctual for the following lesson.</p>	<p>Whole section:</p> <ul style="list-style-type: none"> • Parents will be informed. • Detention or in-school suspension may be given to recalcitrant student. • Conduct grade may be lowered.
6. Leaving the School Premises during Curriculum Time	
<p>6.1 Students who wish to leave the school must seek approval by reporting to the General Office.</p> <p>6.2 Students must produce the necessary documents upon return to school.</p>	<p>Whole section:</p> <ul style="list-style-type: none"> • Parents will be informed. • Consequences for truancy will apply (see rule 10.1)
7. Morning & Hall Assemblies	
<p>7.1 Students are to line up in an orderly manner by the commencement of Morning Assembly at 7.30 a.m.</p> <p>7.2 Students who are Singapore Citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist over the heart.</p> <p>7.3 All students must sing the school song.</p> <p>7.4 All students must recite the Marist Creed every Monday.</p> <p>7.5 Non-Catholic students are to show their respect by keeping still and silent during morning prayers.</p> <p>7.6 Students are to pay attention at all times during assembly.</p> <p>7.7 Students are to observe silence when they enter the hall for weekly assembly or for any school events. Students who are late for hall assembly must seek permission to enter the hall (refer to School Procedures).</p> <p>7.8 Students are not to leave the hall at any time without permission from a teacher.</p> <p>7.9 It is compulsory for all students to attend hall assemblies as specified in the timetable. Failure to do so is truancy (refer to rule 10.1).</p>	<p>Whole section:</p> <ul style="list-style-type: none"> • Parents will be informed. • Detention or in-school suspension may be given to recalcitrant student. • Conduct grade may be lowered. <p>➤ See consequences for truancy.</p>

Rules	Consequences
8. Canteen, Café & Recess Etiquette	
<p>8.1 Students are to line up in an orderly manner when queuing at the food stalls.</p> <p>8.2 You must confine your visits to the canteen/café to these times only – before school time begins, during your scheduled recess time, and after school time ends.</p> <p>8.3 Students are to return all utensils and cutlery to the proper receptacles after use.</p>	<p>Whole section:</p> <ul style="list-style-type: none"> • Parents will be informed. • Detention or in-school suspension may be given to recalcitrant student. • Conduct grade may be lowered.
9. Acceptable Use of ICT Policy (AUP)	
<p>9.1 Students must abide by all the terms of the AUP (refer to the AUP).</p>	<p>Whole section:</p> <ul style="list-style-type: none"> • Parents will be informed. • MacBook will be sent to Service Centre for reconfiguration. Student will bear the cost of service. • Confiscation for 2 weeks (first offence) to 1 month (subsequent offences). • Detention or in-school suspension may be given to recalcitrant student. • Conduct grade may be lowered.
10. Major Offences	
<p>10.1 Truancy</p> <ul style="list-style-type: none"> • skipping lessons during curriculum time • leaving the school premises without approval • students not present where / when they are expected to be as instructed by their teachers <p>10.2 Bullying (including cyber-bullying).</p> <p>10.3 Verbal and/or physical intimidation of students and teachers.</p> <p>10.4 Defiance towards teachers and student leaders.</p> <p>10.5 Vulgar and abusive language/gestures.</p> <p>10.6 Dishonesty</p> <ul style="list-style-type: none"> • cheating or attempting to cheat during tests and examinations • forging parents'/guardian's signatures • making false complaints / statements • deceiving teachers / student leaders <p>10.7 Smoking/possession of cigarettes/e-cigarettes and lighters.</p> <ul style="list-style-type: none"> • A student found in possession of a lighter is presumed to be smoking or intended to smoke even though no cigarettes may be discovered at that point in time. <p>10.8 Possession of pornographic / banned materials.</p> <p>10.9 Gambling (including online gambling).</p>	<p>Whole section:</p> <p>Parents will be informed and one or more of the following consequences may apply:</p> <ul style="list-style-type: none"> • Detention or in-school suspension may be given to recalcitrant student. • Compulsory counselling. • Corporal punishment may be applied. • Conduct grade will be affected. • Recorded in School Offence Module. <p>➤ Refer to examination SOP.</p>
11. Serious Offences	
<p>11.1 Vandalism.</p> <p>11.2 Secret society activities / gangsterism / unlawful assembly.</p> <p>11.3 Possession / consumption / trafficking of any controlled or banned drugs and alcohol</p>	<p>Whole section:</p> <p>Parents will be informed and one or more of the following consequences may apply:</p> <ul style="list-style-type: none"> • Detention, in-school or school suspension may be given to recalcitrant student.

Rules	Consequences
<p>11.4 Possession of dangerous / illegal weapons e.g., dagger, dust-knuckles, bicycle chains, etc.</p> <p>11.5 Physical assault / fighting / sparring.</p> <p>11.6 Extortion.</p> <p>11.7 Theft / Shop-theft.</p> <p>11.8 Making threats of bodily harm.</p> <p>11.9 Any other offences regarded as criminal in nature specified in the Penal Code and the Criminal Procedure Code.</p>	<ul style="list-style-type: none"> • Compulsory counselling. • Corporal punishment may be applied. • Conduct grade will be affected. • Will be recorded in School Offence Module. • The Police will be notified of all criminal offences committed.
12. Handphone Policy	
<p>Bring a handphone only if you are prepared to observe the following concerning its use in school premises and at school events:</p> <p>12.1 Handphones can only be used during these times:</p> <ul style="list-style-type: none"> • Before morning assembly and after the last period of curriculum time; and • Recess / lunch time. <p>12.2 Handphones can only be used in the Canteen/Café and at the Porch. Handphones cannot be used in the Primary Section at all times.</p> <p>12.3 The use of handphones should not be impeding teaching and learning at any point.</p> <p>12.4 Students are not to engage in handphone gaming activities and social media, unless instructed by the teacher for learning purposes.</p> <p>12.5 Handphones must be switched off from morning assembly until the end of the last period of curriculum time and during school activities outside of these times.</p> <p>12.6 Handphones must be kept in lockers when students are in the classrooms unless special permission is given by the teacher for use during lessons.</p> <p>12.7 Handphones must not be used to compromise the dignity and well-being of teachers and students.</p> <p>12.8 The school will not be in any way held liable and responsible for the damage or loss of handphones and handphone-related accessories.</p>	<p>Whole section:</p> <ul style="list-style-type: none"> • Parents will be informed. • Handphones may be confiscated for 2 weeks (first offence) to 1 month (subsequent offences). • Appropriate action will be taken against students who use their handphones for unauthorised video and audio recording. • Severe action will be taken against students who use their handphone to compromise the dignity and modesty of teachers and students.

Guidelines for non-compliance with school rules & expectations

Minor offences

For all categories of minor offences as well as attendance and punctuality related offences, the School Leaders and Student Management Committee will exercise their judgement and discretion in deciding whether to escalate the matter for repeat offenders and recalcitrant students. Parents/Guardians will be informed in an appropriate and timely manner as well. Cumulative offences may be treated as major offences and repeat offenders may be recommended an adverse conduct grade.

Major and Serious offences

For all categories of major and serious offences:

- parents / guardians will be informed;
- the Principal may exercise judgement to carry out detention, school service, canning, suspension or expulsion;
- the student may be given an adverse conduct grade at the end of the semester;
- the offence may be recorded in MOE's School Offence Module.

Major and Serious offences may include but are not limited to the following actions or behaviour:

1. Bullying (verbal, physical or cyber)
2. Unruly behaviour (threats, blackmail, extortion, fighting)
3. Forgery
4. Disrespect or defiance to school staff
5. Vandalism of school property including misuse of equipment
6. Cheating or attempting / assisting others to cheat during assessment
7. Smoking / possession of cigarettes/e-cigarettes, tobacco related paraphernalia, illegal substances or alcohol.
8. Substance or alcohol abuse.
9. Possession of pornographic materials
10. Insulting or outrage of modesty
11. Possession of weapons / weapon-like item which is used or intended to be used to cause harm to others

Conduct Grading Exercise

Conduct grading exercise is conducted twice a year at the end of the semesters. During the conduct grading exercise, a panel comprising Form Teachers, Subject Teachers, Year Heads and the Student Management Committee will decide on students' conduct grade and submit to School Leaders for approval.

Students who receive Fair/Poor conduct grades disqualify themselves from overseas trips, Edusave Awards and other privileges that are extended to them..

Acceptable Use of ICT Policy (AUP)

Overview

The Acceptable Use of ICT Policy (AUP) is intended to guide all students, staff and authorised users of Maris Stella High School use ICT facilities appropriately.

All students, staff and authorised users of Maris Stella High School's ICT facilities are responsible for the use of these facilities in an effective, ethical and lawful manner. The use of ICT facilities is a privilege that can be withdrawn if users are found to be contravening the AUP.

Users need to be aware of all the school's policies and practices governing the use of the computer and network resources and comply with all the other applicable policies accordingly. Maris Stella High School reserves the right to amend the AUP or implement additional policies if the need arises. The HOD/ICT will inform users of policy changes in such instances.

If a user does not abide by this AUP, his/her computer account may be suspended and he/she may be denied access to the SWW@SSOE network. Depending on the severity of each case, further disciplinary actions may be taken against the offender. In addition, unauthorised access to, modification or interception of computer programmes or data are serious criminal offences under the Computer Misuse Act (Cap 50A, 2007 revised.)

Users are also reminded that it is everybody's responsibility to report any deviation or infringement of this AUP.

The following policies are to be adhered by all users. Failure to adhere to policies could directly or indirectly result in the damages, losses and claims being brought against the school. In such situations, users will indemnify the school and its officers for any such claims, damages, losses and expenses resulting from the user's failure to observe any of the below stated policies.

General

1. Users are responsible for using the MOE SSOE network in a responsible manner that will aid their holistic development into Marists of vision, faith and service.
2. Files owned by individual users are considered private property. Under no circumstances may a user alter a file that does not belong to him or her without prior permission of the file's owner.
3. Users are responsible for any activities carried out on learning devices, inclusive of personal devices such as smartphones and laptops.

Network

1. Maris Stella High School's ICT resources may not be used on any unauthorized connections.
2. Users should not engage in actions or activities that interfere with the functions of the systems, cause congestion to the network or interfere with the work of others.
3. Users are responsible for abiding by the guidelines set out in this AUP and the policies of other organizations when accessing remote resources via the MOE SSOE network.
4. Users should not tamper with the network outlets in any way.
5. A user is not permitted to allow any third-party access to the MOE SSOE network without the prior written consent of the HOD/ICT.
6. A user is also not permitted to transfer or sell/resell resources/materials sourced from the MOE SSOE network to any third party in return for a fee or any other forms of payment-in-kind.

Accounts & Passwords

1. Accounts and passwords are assigned to individual users and are not to be shared. Users are solely responsible for all functions performed from their assigned accounts and passwords.
2. Using another person's accounts and passwords, with or without the person's permission, is a serious violation.
3. Users should not attempt to crack, copy and/or capture another person's computer password, email account, web and newsgroup policies.
4. Users should not obtain / use any account with administrative privileges to access any devices.
5. The user shall set their passwords according to the following guidelines:
 - a. Made up of a minimum of 8 alphanumeric, containing at least 1 alphabet, 1 numeral;
 - b. Must be changed at least every 90 days;
 - c. The password must not be reused for at least 3 generations of password;
 - d. The password must not contain the user's NRIC, birth date, name or any personal information
6. Users should not make changes to their account profile without authorization

Email, Web and Student Learning Space

The following conduct & actions are prohibited:

1. Sending/posting of pornography or defamatory materials/messages.
2. Sending forged email or posting forged messages, impersonating another person or sending email anonymously.
3. Sending email spam, or flooding a user or a site with a very large volume of email.
4. Engaging in online activities that compromise the school's systems.
5. Using the school's email account to sign up for any platform or service (including social media) that are not authorised by the school.

Software

Only legitimate software shall be installed on MOE devices by the school's ICT department only.

Users should not develop or use programmes or scripts:

1. that will harass or harm other users of the system;
2. that will attempt to bypass the system security or obtain any data in an unauthorised or illegal manner;
3. that may attempt to consume available system resources;
4. designed to replicate themselves or attach themselves to other programmes, commonly called worms or viruses; and
5. designed to evade software licensing or copying restrictions

Gaming and Social Media

Users should not:

1. be engaged in computer gaming activities and social media, unless instructed by the teacher for learning purposes;
2. install any computer games or social media apps on any MOE devices;
3. abuse, harass, threaten, defame, impersonate or intimidate other users.
4. post any inappropriate content that are obscene, vulgar, explicit and offensive.

Copyrighted Materials & Licensed Software, Programmes & Data

Users shall:

1. not transfer, duplicate, make available or obtain illegally any copyrighted material including, but not limited to, agreements, licensed software, programmes, data, music, films and other literary and artistic works;
2. not make, store, transmit, upload or make available unauthorized copies of copyrighted material on the school's systems, equipment or storage media, or via the MOE SSOE network or the Internet using the school's systems, equipment or storage media;
3. not assist or participate in any infringement of copyrighted materials by operating or connecting to a peer-to-peer network or index, using the school's systems, equipment or storage media;
4. respect the rights of others by complying with all the school policies regarding the protection and use of intellectual property; and
5. not install unlicensed or unauthorized software in the local hard disk or server drives.

Appendix A: Maris Stella High School Acceptable Use of iPad Policy

Overview

The iPad is school property and all users will follow this policy and the Maris Stella High School Acceptable Use of ICT Policy.

All students are responsible for using the iPads in an effective, ethical and lawful manner. Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be reported immediately to the teachers. Students may be selected at random to provide their iPad for inspection.

General Precautions

1. Cords and cables must be inserted carefully into the iPad to prevent damage.
2. iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the Maris Stella High School.
3. iPads must never be left unattended.
4. Charge the iPad only with the included charger and using a standard wall outlet for your power source.
5. Carrying iPads
 - a. iPads should always be within the protective case when carried.
 - b. The iPads (within their protective cases) may be kept with other objects in carry cases, but use good judgment and take special care to avoid placing too much pressure and weight on the iPad.
6. Screen Care
 - a. The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
 - b. Do not lean on the top of the iPad.
 - c. Do not place anything near the iPad that could put pressure on the screen.
 - d. Do not place anything in the carrying case that will press against the cover.
 - e. Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any chemicals on the screen or body of the iPad.

Using Your iPad

1. Do not use the iPad when moving from place to place, unless instructed by the teacher.
 - a. Do not use the iPad in the classroom, unless the teacher's instruction was given.
 - b. Screen-lock passwords are not to be used.

Media and Software

1. Games, Music, Sound
 - a. Inappropriate media must not be viewed, used, or stored on the iPad.
 - b. All games are not allowed on the iPads. If game apps are installed, it must be by Maris Stella High School staff.
 - c. Sound must be muted at all times unless permission is obtained from the teacher for teaching and learning purposes.
 - d. Music is allowed on the iPad and can be used, at the discretion of the teacher.
2. Originally Installed Software
 - a. The software/Apps originally installed by Maris Stella High School must always remain on the iPad in usable condition and be easily accessible at all times.
3. Additional Software
 - a. Students are not allowed to load extra software/Apps on their iPads.

4. Synchronisation
 - a. Maris Stella High School will synchronize the iPads so that they contain the necessary apps for schoolwork.
 - b. Students will not synchronize their assigned iPads to their private/home accounts, or add apps from their private/home accounts to the iPad.
5. Re-loading Software
 - a. If technical difficulties occur or illegal software, non Maris Stella High School installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted during the restore process.