



**Brighton College (Singapore)**

**Acceptable Use of Technology Policy - Prep School Pupils**

**Scope**

This policy applies to all pupils in Years 1-6 and by using the technology provided by the school, you are agreeing to follow this policy that outlines the acceptable use of technology for pupils in our Prep School.

**Our Commitment to Responsible Technology Use**

At Brighton College (Singapore), we use technology as a purposeful learning tool. iPads, computers, and other devices help us learn when used intentionally and responsibly. We are also learning to balance our use of technology and to understand how it can support our learning, while also recognising when it can be a distraction. This policy outlines expectations for our Prep School Pupils when using technology at school.

**As a pupil of Brighton College (Singapore) I understand and agree to:**

**1. Using Technology Responsibly**

- I will only use my iPad when my teacher instructs me.
- I will use it only for the specific learning task I have been assigned.
- I will keep my iPad in the charging station when not in use.
- I will ask for permission. At school, I only use devices, apps, sites, and games when I am allowed to. If I am not sure, I will ask.
- I will hand in any personal technology (Smart Watch, Mobile Phone, Fitbit, Headphones) at the start of the day to my Tutor to ensure I am not distracted unnecessarily through the school day.

**2. Staying Focused on Learning**

- I will only visit the websites and apps my teacher has directed me to use.
- I will not search the internet randomly or visit unapproved websites.
- I will stay on my assigned learning task and not explore other apps without permission.
- I am careful what I click on. I don't click on unexpected links or popups and only download or install things when I know it is safe or has been agreed by trusted adults.

**3. Using Technology Creatively**

- I will use technology to create materials that support my learning.
- I will think critically and engage actively with digital tasks on my iPad.
- I respect people's work. I only edit or delete my own digital work and only use words, pictures, or videos from other people if I have permission.

**4. Responsible Communications**

- I will close my iPad and communicate with my teacher properly.
- I will close my iPad and communicate with my classmates properly.
- I understand that we value human interaction and won't allow my iPad to distract me from this.
- I am a good friend online. I won't share or say anything I know would upset another person or they wouldn't want to share. If a friend is worried or needs help, I remind them to talk to an adult or even do it for them.
- I will only communicate and collaborate online with people I already know and have met in real life or that a trusted adult knows about. I check with a trusted adult before I chat with anyone for the first time, even if they are a 'chatbot'.
- I don't take or share photos or videos of people without them knowing or agreeing to it.

**5. Value Time Away from Screens**

- I will not use devices during break time or lunchtime.
- I will take breaks from screens to support my well-being inside and outside of school.

- I will learn to self-regulate and stop when I am feeling it is too much.

## **6. Stay Safe Online**

- I will tell my teacher if I see something inappropriate online.
- I won't share personal information (my name, address, phone number, photos) online.
- I will report any websites that should be blocked to my teacher.
- I follow the school's keeping myself safe online guidelines at school and at home.
- I will treat others with kindness and respect online, just as I do in person.

## **7. Accept Consequences for Misuse**

- I understand that I will lose the privilege of using technology in class.
- I understand that repeated misuse will result in further consequences in line with the School Behaviour Policy.

## **Why These Rules Matter**

These rules exist to help you learn effectively and stay safe. Research shows that our brains learn best when we focus on one thing at a time, engage actively with tasks, and connect with real people. Technology is a powerful tool when we use it responsibly, but it can distract us when we let it control our attention. By using technology responsibly, you are demonstrating the BCS core values.