

## Terms & Conditions (for the use of google apps and email account)

To enhance Teaching and Learning and to promote the use of ICT Platforms as part of Blended Learning, an email account will be issued to students. All students will have to adhere to the terms and conditions as stated.

- All students are entitled to one email account, each accessible via Gmail.
- The email account of the student will be **terminated immediately on the official date of graduation**. Students should back up their data prior to the official end date as all email messages will be removed immediately from the mailbox upon termination.
- The use of email is for educational purpose only. It shall not be used for other non-educational purposes, e.g. subscription to gaming sites (unless with permission from the school), etc.
- If the student is found to violate the terms and conditions, the actions that could be taken are:
  - Investigation and requesting of student's explanation;
  - Disciplinary action; and/or
  - Immediate suspension of email account.

### Guidelines on the setting of passwords

- Students are to ensure their passwords are strong.
- Their passwords should be:
  - Eight characters or longer;
  - Mixture of alphabets, numbers and symbols;
  - Mixture of alphabets in capital letters and in small letters.
  - Not easy to guess. For instance, avoid using your birth certificate number, birthday, telephone number or other words or numbers easily associated with you.
  - Avoid using common words that you can find in the dictionary.

### Proper use of email

- All students shall not misuse the email provided. Acts of misuse include but are not limited to the following:
  - Using email for defamation or personal attacks;
  - Sending spam, chain emails and other unsolicited messages.
  - Unauthorized use of other students' email accounts.

### Email etiquette

- Send email only when there is a real need. Do not send messages which you would not like to receive yourself.
- Do not write your email in ALL CAPITAL LETTERS.
- Spring clean your mailbox regularly, delete unwanted emails and save important attachments into your personal computer / hard disk.
- Do not open emails or attachments if you do not know the sender personally. Some emails claim to have offers for you like getting freebies or signing up for lucky draws. However, they might contain malicious content, like virus attachments.
- If there are attachments included in the email sent to you from someone you know, like a classmate, check with them in person if they have sent the email to you.

### Personal data protection

- Avoid sending personal details about yourself, like your birth certificate number, address, bank account number, telephone number, etc, in the emails that you send or on the online storage.
- Avoid sending pictures of yourself, family members, friends, or of where you live and saving these pictures in the drive, unless you have been given permission from the school.

### Handling spam / phishing email

- If you receive email messages containing offensive content or emails from senders who have impersonated others (like someone from the school, an organisation, your classmate, teacher, or someone else you know):
  - Do not respond / reply to the email;
  - Do not provide personal information, e.g. address, birth certificate number, etc;
  - Please report the email address to your teacher immediately.

## **Terms & Conditions (for the use of google apps and email account)**

### Handling cyberbullying

- Do not respond/reply to the message.
- Show the message to a trusted adult, like a parent or your teacher.

### Youtube or video hosting sites

- Students should not use the account to sign up for youtube or video hosting sites unless special permission is given by the school.

### Copyright

- Any documents saved or stored in the drive or sent to others via the email should abide by copyright laws. You should not reproduce works by others unless there is permission given by the owner of those works.