



STUDENT HANDBOOK

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About Singapore

THE NATIONAL SYMBOLS



OUR NATIONAL FLAG

The national flag of Singapore comprises two equal horizontal sections – an upper red section and a lower white section. A white crescent moon occupies the upper left red section, with five white stars arranged in a circle beside it.

Each colour and symbol on the flag has a distinctive meaning and significance attached to it. The colour red symbolises universal brotherhood and the equality of man, while white represents pervading and everlasting purity and virtue. Together, the two colours signify Singapore's goal to achieve brotherhood and equality through purity and virtue. The crescent moon represents a rising young nation, while the five stars depict Singapore's ideals of democracy, peace, progress, justice and equality.

THE NATIONAL ANTHEM

| | |
|-----------------------------------|--|
| <u>Majulah Singapura</u> | <u>Onward Singapore</u> (English Translation) |
| <i>Mari kita rakyat Singapura</i> | Come, fellow Singaporeans |
| <i>Sama-sama menuju bahagia</i> | Let us progress towards happiness together |
| <i>Cita-cita kita yang mulia</i> | May our noble aspiration bring |
| <i>Berjaya Singapura</i> | Singapore success |
| <i>Marilah kita bersatu</i> | Come, let us unite |
| <i>Dengan semangat yang baru</i> | In a new spirit |
| <i>Semua kita berseru</i> | Let our voices soar as one |
| <i>Majulah Singapura</i> | Onward Singapore Onward |
| <i>Majulah Singapura</i> | Singapore |
| <i>Marilah kita bersatu</i> | Come, let us unite |
| <i>Dengan semangat yang baru</i> | In a new spirit |
| <i>Semua kita berseru</i> | Let our voices soar as one |
| <i>Majulah Singapura</i> | Onward Singapore |
| <i>Majulah Singapura</i> | Onward Singapore |

OUR PLEDGE

We, the citizens of Singapore, pledge ourselves as one united people, regardless of race, language or religion, to build a democratic society, based on justice and equality, so as to achieve happiness, prosperity and progress for our nation.

2026 School Terms and Holidays

1 School Terms

The school terms for 2026 will be as follows:

| Jurongville Sec School | |
|------------------------|--------------------------|
| Semester 1 | |
| Term 1 | Fri 2 Jan to Fri 13 Mar |
| Term 2 | Mon 23 Mar to Fri 29 May |
| Semester 2 | |
| Term 3 | Mon 29 Jun to Fri 4 Sep |
| Term 4 | Mon 14 Sep to Fri 20 Nov |

2 Early Closure of Schools

The last day of the final school term for Jurongville [Secondary school](#) as a venue for the GCE O-Level written examination will be as follows:

| Last Day of School | |
|---|------------|
| Schools is used as venues for GCE O- Level examination | Fri 23 Oct |

3 School Vacation

The 4 vacation periods will be as follows:

| Jurongville Sec School | |
|-------------------------|--------------------------|
| Between Terms 1 & 2 | Sat 14 Mar to Sun 22 Mar |
| Between Semesters 1 & 2 | Sat 30 May to Sun 28 Jun |
| Between Terms 3 & 4 | Sat 5 Sep to Sun 13 Sep |
| At End of School Year | Sat 21 Nov to Thu 31 Dec |

4 Public Holidays

| | | |
|---|------------------|-------------------------|
| Term 1 | New Year's Day | Mon 1 Jan |
| | Chinese New Year | Tue 17 Feb |
| | | Wed 18 Feb |
| Term 2 | Hari Raya Puasa | Sat 21 Mar ¹ |
| | Good Friday | Fri 3 Apr |
| | Labour Day | Thu 1 May |
| | Hari Raya Haji | Wed 27 May |
| | Vesak Day | Sun 31 May ² |
| Term 3 | National Day | Sun 9 Aug ³ |
| Term 4 | Deepavali | Sun 8 Nov ⁴ |
| | Christmas Day | Fri 25 Dec |
| <p>¹As Saturday, 21 March 2026 is a Public Holiday, Monday, 23 March 2026 will be a designated day off-in-lieu for schools (i.e. Schools, including the General Office, Student Care Centres and KCare Centres, will be closed).</p> <p>²Monday, 1 June 2026 will be a public holiday.</p> <p>³Monday, 10 August 2026 will be a public holiday.</p> <p>⁴Monday, 9 November 2026 will be a public holiday.</p> | | |

5 Scheduled School Holidays

| | |
|---------------|--|
| Youth Day | Sun 5 Jul <i>(The following Mon 6 Jul will be a school holiday)</i> |
| Teachers' Day | Fri 4 Sep |

School History

The merger of Jurongville Secondary School and Hong Kah Secondary School in 2019 is a remarkable story of collaboration and heritage preservation. Both schools, established in 1994, share a parallel history of serving the Jurong community. This close connection and geographical proximity along Jurong East Avenue 1 made their merger both practical and meaningful.

The name "Hong Kah," rooted in the heritage of pre-industrialized Jurong, traces back to the Teochew name "Hong Kah Choon," meaning "Christian Village." By adopting the Chinese name 丰嘉中学 for the merged school, the Ministry of Education acknowledged this shared legacy while continuing under the English name Jurongville Secondary School.

In preparation for the merger, a concerted effort was made to unify the identities of both schools. A refreshed uniform and PE attire were designed with input from students, symbolizing a new beginning. The creation of a new school crest, incorporating elements from both original crests, stands as a testament to the spirit of unity and mutual respect. With both the English and Chinese names represented, the crest encapsulates the pride and contributions of all involved in the school communities.

This thoughtful and inclusive approach ensured a smooth transition and reinforced the shared commitment to nurturing future generations in Jurong.

School Information

The New School Crest



Set against the globe, the two leaves represent the students and their growth in a nurturing school environment. The globe represents the school's aspiration to help all students acquire the values, knowledge and skills necessary to thrive and live meaningfully in Singapore and beyond.

Looking Ahead to the next 25 Years

As the school embarks on the next quarter of a century, the school will remember the intent of the merger, which is to provide even better holistic educational experiences for all the current and future students of the school. The school motto 'Beyond Self' is a reminder to all staff and students that we are in this educational enterprise for a larger purpose. When we take our mission and responsibilities to heart, we shape lives, improve our communities and mould the future of our nation.



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Website: <http://jurongvillesec.moe.edu.sg/>

School Song

We are the students from Jurongville
Our school, our alma mater
We stand united as we pledge
To give our best to Jurongville

Our school crest symbolises growth
Reminding us as we mature
Though each of us may be unique
In spirit we share but one aim

We'll always serve with steadfastness
And honour her ideal
To be committed and responsible
And give beyond ourselves with zeal

And with truth as our guiding light
We'll bravely venture forth
To answer every worthwhile call
And do our best for one and all

We are the students from Jurongville
Our school, our alma mater
We stand united as we pledge
To give our best to Jurongville



Jurongville School Song

JVS Teachers

Mdm. Goh Chiew Chin

$\text{♩} = 108$

Piano

We are the stu - dents from Ju - rong ville, our school our al - ma

4
ma - ter. We stand u-ni-ted as we pledge to give, our best to Ju-rong -

8
- ville. Our school crest sym - bo - li - ses growth, re - min - ding us as

12
we ma - ture. Though each of us maybe u - nique, in

15
spi - rit we share but one aim. We'll al - ways serve with

18
stead - fast - ness, and ho - nour her i - deal. To

21
be com mit ted and res - pon - si - ble and give beyond our selves with

24
zeal. And with truth as our gui - ding light, we'll brave ly

28
ven - ture forth. To an - swer eve - ry worth - while call and

31
do our best for one and all. We are the stu - dents from

34
Ju - rong ville, our school our al - ma ma - ter. We stand u-ni-ted as we

38
pledge to give, our best to Ju-rong - ville. We stand u-ni-ted as we

42
pledge to give, our best to Ju - rong ville.

Student Discipline

Approach to Student Discipline

Discipline is one of our school's values. Our school believes that when our students learn to be more disciplined, they think and act in more responsible and considerate ways. Responsible and considerate behaviour, in turn, contribute to a conducive learning environment.

When our students consistently make the right decision without being told to do so and are guided by the right values in their decision-making process, they begin to exercise self-discipline. When our students are self-disciplined, they will succeed in whatever they choose to excel.

To influence the students' character development through discipline, we believe in the need to discipline with care. Guided by this philosophy, the school will:

- Demonstrate care by having high expectations of our students
- Demonstrate care by affirming our students when they make responsible decisions and behave appropriately
- Demonstrate care by providing support and useful feedback to students when they have behaved irresponsibly or in an inconsiderate manner
- Demonstrate care by helping students to learn about responsible behaviour through appropriate disciplinary consequences

School Rules and Regulations

Students of Jurongville are expected to respect all the school rules and regulations. These rules and regulations would allow all students to learn in a safe, respectful and orderly environment.

When deciding upon the appropriate disciplinary consequences, the school will consider the seriousness of the offence. Parents will be informed when students are disciplined. They may be requested to meet the staff of the school depending on the offence. This will allow the school to support the students' change in behaviour through our partnership with the parents.

If students continually and persistently break the school rules, despite the support and care of the school staff, they may be suspended from school.

To remind students of their responsibilities in relation to the school rules and regulations, students should refer to the following **ABC Expectations**:

A – Appearance. Accept all school rules regarding hairstyle, personal grooming, school uniform, PE attire and shoes as you are a student of Jurongville.

B – Behaviour. Behave in a responsible manner as required by the school rules and our national laws. Your family and friends should be proud of your behaviour.

C – Commitment. Commit to doing the right thing all the time. Start by coming to school punctually and regularly. Make it a habit.

A – APPEARANCE: LOOK MY BEST, EVERY TIME

1) ATTIRE

- a. All students are to wear the prescribed school uniform. Any modification to the school uniform is not allowed. All students must wear trousers / shorts / skirts of appropriate lengths.
- b. All students must wear the proper PE attire during PE lessons and change back into their formal school uniform by the end of the PE lesson. On PE days, students can come into school wearing PE top with their uniform bottoms.
- c. All students must not wear a cap or head-covering material in school.
- d. School uniforms must be tucked, always.

2) SHOES

- a. Only all black or white shoes are allowed.
- b. Students are not allowed to wear slippers or sandals to school at any time. For students with foot injuries, permission must be obtained from the Discipline Committee.
- c. Only plain white socks are allowed.

3) HAIR

For Boys

- a. Boy's hair should be short and neat.
- b. Coloured hair and hair perming is not allowed.
- c. Hair at the back of the neck should be sloped and clearly above the collar.
- d. Boys are not allowed to keep facial hair and students with facial hair will be required to be cleanshaven.

For Girls

- e. Girls' hair should be neat, simple-styled and well-kept.
- f. Girls who have shoulder-length hair or hair touching their collar must always tie up their hair.
- g. Coloured hair is not allowed.
- h. Hair accessories such as hair bands or hair clips must only be in black colour. No claw clips are allowed.

4) GROOMING

To encourage students to focus on learning, ALL students are to keep their grooming simple, neat and plain. Students with unacceptable grooming may be sent home to rectify their grooming before they are allowed to resume their learning.

As such, the following are **not allowed in school**:

- a. Tattoos, body art drawings and henna decorations.
- b. Nail polish or long fingernails.
- c. Use of cosmetics (e.g.: lip-coloured products, blush, highlighter etc.)
- d. Eyelash extensions, fake eyelashes or any eyelash enhancements.
- e. Jewelry in any form (e.g.: bracelets, friendship bands etc.)
- f. Amulets worn around the neck for religious reasons should not be visible to others.
- g. Tinted contact lenses
- h. Ear sticks, earrings or studs on any part of the body. (Only one pair of plain ear studs is allowed for girls)
- i. No loop earrings are allowed.

B – BEHAVIOUR: *BE MY BEST, EVERY TIME*

5) GENERAL BEHAVIOUR

- a. Stand and exchange greetings with the teacher before and at the end of each lesson.
- b. Students must obtain an **EXIT PASS** from the class teacher when leaving the classroom for any purpose.
- c. Students are expected to use school property in a respectful manner as it belongs to everyone. Do not vandalize or misuse school property.
- d. All food and drinks must be consumed in the canteen only.
- e. Students must clear the table and return used crockery and cutlery to the respective receptacles provided in the canteen.
- f. All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item, which is used or intended to be used to cause harm to others.
- g. Students are not to possess, sell, or use the following items on the school premises: chewing gum, cigarettes, pornographic materials, or any other items prohibited by the school or by law.
- h. Students in school uniform are reminded to always be at their best, whether in or out of the school. This reflects our responsibility and pride as students at the school.

C – Commitment: *ON TIME, EVERYTIME*

6) PUNCTUALITY

- a. Punctuality must be always observed for attendance at school and at all school-related activities.
- b. All students must assemble at the assembly area (e.g.: hall or classrooms) quietly by 7.15 a.m. to attend the flag-raising ceremony.
- c. Students who are not at the assembly area by 7.30 a.m. will be considered late. Smart phones of the latecomers will be confiscated and returned by the Discipline Committee. Students who are late for more than 3 times in a semester will have to serve detention in the afternoon.
- d. All students are to sign in at the Security Guard post and proceed to the General Office to mark their attendance if they are late. Students who arrive at school after 8.20 a.m without valid reasons, will be sent home.
- e. Students must obtain permission from school leaders if they would like to leave school during curriculum time. Permission would be granted if the reasons are valid, and if the students' parents support the request.

7) FLAG RAISING CEREMONY

- a. Students who are Singapore Citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist placed over the heart. Non-citizens are to stand at attention.
- b. All students are expected to sing the School Song with pride.

8) ABSENCE FROM SCHOOL: I'M RESPONSIBLE FOR MY LEARNING

- a. Attendance in school is important for learning. If a student is unable to attend school because he/she is unwell, he/she must submit a medical certificate (MC) from a registered doctor and submit it online via PG, once it is issued.
- b. School can only accept up to 2 parent's letter per term. Parent's letter cannot be used during all school-based assessments and national assessments (e.g.: Weighted Assessments (WA), Prelims, etc.).
- c. Students who are absent without any valid reason will be considered to have played truant. Truants will face disciplinary consequences ranging from detention to suspension from school. Parents of these students will be invited to school to work out a plan to support the students' attendance in school to ensure learning continues.

9) USE OF SMARTPHONES

- a. The use of smartphones is not allowed during the school day, except during lunch break (after school hours) and only within the canteen area, or at the sheltered walkway (from the side gate) as students exit the school premises. The use of smartphones will not be permitted elsewhere within the campus. This includes, but is not limited to, corridors and during CCAs, supplementary lessons, and enrichment programmes.
- b. All smartphones should be switched off and locked away in respective lockers during curriculum hours, supplementary and remedial lessons to allow students to focus on learning.

- c. Students are not allowed to take photographs or record events that happen in school without the permission of the staff or the students. It is also an offence to post photographs or videos on any social media platforms.
- d. Any use of smartphones that infringes the dignity or modesty of any staff or student is a serious offence. The school reserves the right to refer students to the police if the law may have been broken.
- e. If a student is found using a smartphone in unauthorised areas or times, the device will be confiscated, and parents/guardians will be required to collect it by 5.45 p.m. on the same day.

10) USE OF PERSONAL LEARNING DEVICES (PLD)

- a. Every student need to always be responsible for his or her PLD. Students are to keep their PLD in their lockers during recess and PE lessons.
- b. Every student needs to ensure that his or her PLD is fully charged at home, for lessons at the start of each day. Charging of PLDs will not be permitted in school.
- c. Every student needs to exercise respectful and responsible behaviour in their online interactions with peers and teachers.

11) USE OF SMARTWATCHES

- a. The use of smartwatches is no longer permitted in school.

12) USE OF LOCKERS

- a. Students are to be responsible for the lockers assigned to them. No designs or decorations are allowed on or inside the lockers.
- b. Only number locks are to be used for all lockers.
- c. Students should not keep food or any prohibited item in their lockers. School reserves the right to check students' lockers if there is a need to do so.

TYPES OF OFFENCES

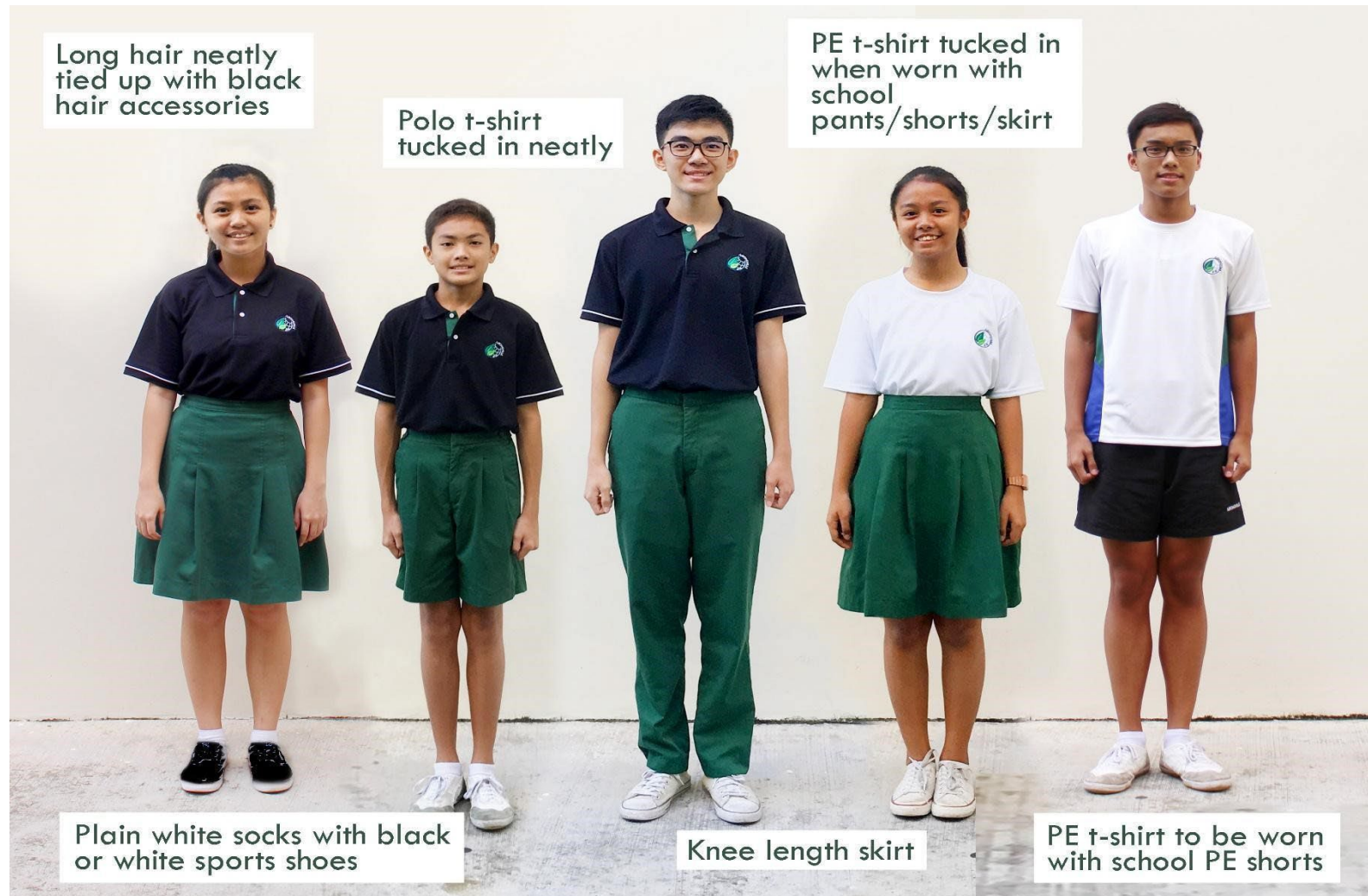
| Category | Disciplinary Consequences | Examples of Offences |
|------------------|---|---|
| Minor Offences | <ul style="list-style-type: none"> • Detention / Warning will be given • Acknowledgement of inappropriate behaviour and proper apology made • Parents to be contacted and informed • Counselling for student | Late coming |
| | | Skipping lessons / detention |
| | | Refusal to take the National Pledge or to sing National Anthem |
| | | Other attendance-related offences |
| | | Littering |
| | | Improper attire or grooming |
| | | Not submitting / doing assignments |
| | | Using vulgar / inappropriate language |
| Category | Disciplinary Consequences | Examples of Offences |
| Serious Offences | <p><u>First-time offenders</u></p> <ul style="list-style-type: none"> • 1-3 days of detention and/or suspension; and/or • 1 stroke of cane (boys) • AND conduct adjustment <p><u>Second-time offenders</u></p> <ul style="list-style-type: none"> • 3-5 days of detention and/or suspension; and/or • Up to 2 strokes of cane (boys) • AND conduct adjustment (no better than 'Fair') <p><u>Subsequent offenders</u></p> <ul style="list-style-type: none"> • 5-14 days of detention and/or suspension; and/or • Up to 3 strokes of cane (boys) • AND conduct adjustment (no better than 'Poor') <p>*Referral to external agencies / police</p> | Cheating in assessments |
| | | Truancy |
| | | Smoking-related / Vaping-related in school or out of school (e.g. possession, act of doing, selling or distributing) |
| | | Inappropriate use of electronic devices (e.g.: using of mobile phones or PLDs to record / and upload inappropriate content /language) |
| | | Open defiance / rudeness towards the staff of the school |
| | | Bullying / Cyber bullying |
| | | Vandalism |
| | | Gambling |
| | | Any acts of mischief that endanger the safety of self, other students and staff of the school |

| Category | Disciplinary Consequences | Examples of Offences |
|-----------------------|---|---|
| Very Serious Offences | <u>First-time offenders</u> <ul style="list-style-type: none"> • 1-3 days of detention and/or suspension; and/or • 1 stroke of cane (boys) • AND conduct adjustment (no better than 'Fair') | Vaping with Etomidate |
| | | Possession of weapons or weapons-like items which may be used to cause harm to self or others |
| | | Any offences that may have broken the law |
| | <u>Subsequent offenders</u> | Sexual Misconduct |
| | <ul style="list-style-type: none"> • 5-14 days of detention and/or suspension; and/or • Up to 3 strokes of cane (boys) • AND conduct adjustment (no better than 'Poor') | Drug Abuse |
| | *Referral to external agencies / police | Physical Bullying |
| | | Assault, Fighting, Sparring |

Student Conduct Grades

| Conduct | Attendance | Offences Record | Others |
|-----------|------------|---|---|
| Excellent | ≥ 95% | No serious offence record | <ul style="list-style-type: none"> ▪ Positive role model ▪ Contributes to a conducive classroom environment ▪ Submits work on time ▪ Adhere to expected attire and grooming ▪ Polite and respectful ▪ Attains ≥75% attendance and contributes actively in CCA |
| Very Good | ≥ 90% | No serious offence record | <ul style="list-style-type: none"> ▪ Generally positive role model ▪ Usually submits work on time ▪ Generally polite and respectful ▪ May have 1 minor offence ▪ Participates in CCA |
| Good | ≥ 75% | No serious offence record | <ul style="list-style-type: none"> ▪ Generally positive role model ▪ Usually submits work on time ▪ Generally polite and respectful ▪ May have 1 minor offence ▪ Participates in CCA |
| Fair | ≥ 50% | Has committed 1 serious offence or 2 minor offences | |
| Poor | < 50% | Has committed more than 1 serious offence | |

Accepted School Attire



Assessment

Examination Regulations

AT THE START OF THE PAPER

1. All students are required to report at their respective examination venues at least 15 minutes before the start of the paper.
2. Students who are late must report to the General Office to mark their attendance before reporting to their examination venue. They will not be given extra time. Students who are late for HALF AN HOUR OR MORE, may not be allowed to sit for the paper, without the approval of the School Leaders.
3. Students must be in proper school attire. They will be barred from taking the examination if they are not in proper school attire.
4. Mobile phones must be always switched off, stored and locked in their lockers. If a student's mobile phone is found to be switched on in the examination venue, the mobile phone will be confiscated and retained for investigations of possible violation of regulations.
5. All books, notes, files and other materials must be placed in front of the classroom

BEFORE THE EXAMINATION BEGINS.

1. Students are to bring their own stationery, calculators, or other approved materials for each paper. No borrowing of items from other students at the examination venue will be allowed.
2. Correction fluid/tape must **not** be used.
3. Students must inform the invigilator IMMEDIATELY by raising their hands should they find that:
(Pl. note that I have justified it to the left)
 - i) they have been given the wrong question papers.
 - ii) there is a blank page when there should not have been one.
 - iii) there are missing pages.
 - iv) the printing is unclear.
 - v) additional materials required by the paper such as maps etc. have not been given to them.
4. Students must ensure that their names, index/registration numbers and classes are written clearly on every sheet of answer paper, map, graph and/or drawing paper.
5. Students should observe SILENCE and be seated according to their register numbers. Any form of verbal and non-verbal communication is NOT allowed.
6. Students should NOT turn over the question paper or start writing until they are told to do so.

DURING THE EXAMINATION

1. Students should use pens and NOT pencils when answering questions, with the exception of drawings and sketches.
2. Students must number their questions in the left-hand margin.
3. Students are reminded that they may be penalised for illegible handwriting and poor spelling.
4. When an examination is in progress, no student is allowed to communicate with other students, for whatever reason(s).
5. They must also not leave their answers in clear view of other candidates.
6. As soon as students are told to stop writing, they should do so PROMPTLY. They should then tie their papers in accordance with the instructions in the question paper.
7. No student is allowed to leave the examination room or hall before the end of the period allocated to the paper.

AFTER THE EXAMINATION

1. Students are to remain silent and seated while their papers are being collected.
2. No student is allowed to take any writing paper, used or unused, out of the examination room or hall.
3. Students are to ensure that the examination hall/rooms are always kept clean.
4. Students should not talk or cause disturbances near the examination hall/room or loiter along corridors or stairways after they are dismissed.
5. Students are allowed to go home after they have sat for the last paper of each day.

CAUTION

1. Absentees must submit a medical certificate. Medical Certificates issued by sinsehs or doctors of Traditional Chinese Medicine and letters from parents are not accepted.
2. A zero mark may be awarded for the paper the student is absent for if no valid reason is given.
3. Students are not permitted to consume any form of food and drinks in the examination room or hall.
4. Students must always observe silence during the examination. The invigilator reserves the right to expel any student from the room or hall if he fails to observe the code of conduct during the examination.
5. Students must not bring any books, notes or other unauthorised documents into the examination room / hall. Electronic devices such as mobile phones, mp3 players, tablets, smart watches and handheld games are also disallowed. Any unauthorised materials found on the student or desk will be taken to mean that these materials are intended for dishonest use.
6. A student is deemed to have cheated if he copies from another student or allows his answers to be copied. Cheating includes having access to materials that are not allowed during examinations. The paper of the student who cheated will be considered invalid and given a "0" mark. As it is a serious offence, there will be other disciplinary consequences as well.

Assessment Guidelines

| | T1 | T2 | T3 | T4 |
|--|----------------|------------------------------|----------|------------------------------|
| Sec 1 to 3 | 15% (WA) | 15% (WA) | 15% (WA) | 55% (EYE) |
| Sec 1 / 2 D&T / FCE [Modular] | 15% (WA) | 15% (WA) 70% (Coursework) | 15% (WA) | 15% (WA) 70% (Coursework) |
| Sec 4 and 5 | 100% (Prelims) | | | |

Academic Grading Systems

G3 / 4 Express / 5 Normal Academic

| Grades | Marks (%) | Descriptors |
|--------|------------|--|
| A1 | 75 & Above | Demonstrates very good understanding of the subject |
| A2 | 70 – 74 | |
| B3 | 65 – 69 | Demonstrates good understanding of the subject |
| B4 | 60 – 64 | |
| C5 | 55 – 59 | Demonstrates adequate understanding of the subject |
| C6 | 50 – 54 | |
| D7 | 45 – 49 | Demonstrates elementary understanding of the subject |
| E8 | 40 – 44 | |
| 9 | 39 & Below | Has not met minimum requirements for the subject |

G2 / 4 Normal Academic

| Grades | Marks (%) | Descriptors |
|--------|------------|---|
| 1 | 75 & Above | Demonstrates very good understanding of the subject |
| 2 | 70 – 74 | |
| 3 | 65 – 69 | Demonstrates good understanding of the subject |
| 4 | 60 – 64 | |
| 5 | 50 – 59 | Demonstrates adequate understanding of the subject |
| 6 | 49 & Below | Has not met minimum requirements for the subject |

G1 / 4 Normal Technical

| Grades | Marks (%) | Descriptors |
|---------------|------------------|---|
| A | 75 & Above | Demonstrates very good understanding of the subject |
| B | 70 – 74 | |
| C | 60 – 69 | Demonstrates good understanding of the subject |
| D | 50 – 59 | Demonstrates adequate understanding of the subject |
| E | 49 & Below | Has not met minimum requirements for the subject |

Academic Progression

Offering Subjects at More Demanding Levels

At the start of Secondary One

Eligible students can offer **English Language, Mother Tongue Languages, Mathematics and Science** at a more demanding level based on their PSLE Achievement Level (AL) for each of these subjects.

Eligibility of students to offer subject(s) at a more demanding level:

| Indicative Level of Most Subjects at Start of S1 | PSLE Standard/ Foundation grade | Option to offer subject at |
|--|--|----------------------------|
| G2 | AL 5 or better in the Standard grade | G3 level |
| G1 | AL 6 or better in a Standard grade or AL A in the Foundation grade | G2 level |

At the end of Secondary One and before the start of Secondary Two

1. School-based assessments eligibility criteria to offer subject(s) at a more demanding level:

| Current Subject Level | School-based Results (EOY) | Option to offer subject at |
|-----------------------|---|----------------------------|
| G2 | 75% or higher in specific subject & with teacher's recommendation | G3 |
| G1 | 75% or higher in specific subject & with teacher's recommendation | G2 |

2. Students may accept or reject the offer.

3. Secondary 1 student will continue to **be offered** the subjects at a more demanding level in Secondary 2 unless otherwise advised by the school.

At the end of Secondary Two and before the start of Secondary Three

1. School-based assessments eligibility criteria to offer subject(s) at a more demanding level:

| | School-based Results (EOY) | Remarks |
|---|--|---|
| Students who are offered English Language, Mother Tongue Languages, Mathematics and Science at a <u>more demanding level</u> in Lower Secondary. | A pass in the specific subject level & with teacher recommendation | Will be offered to take up a more demanding level subject in Upper Secondary. |
| Students who are not offered English Language, Mother Tongue Languages, Mathematics and Science at a <u>more demanding level</u> in Lower Secondary. | 75% or higher in specific subject & with teacher recommendation | |

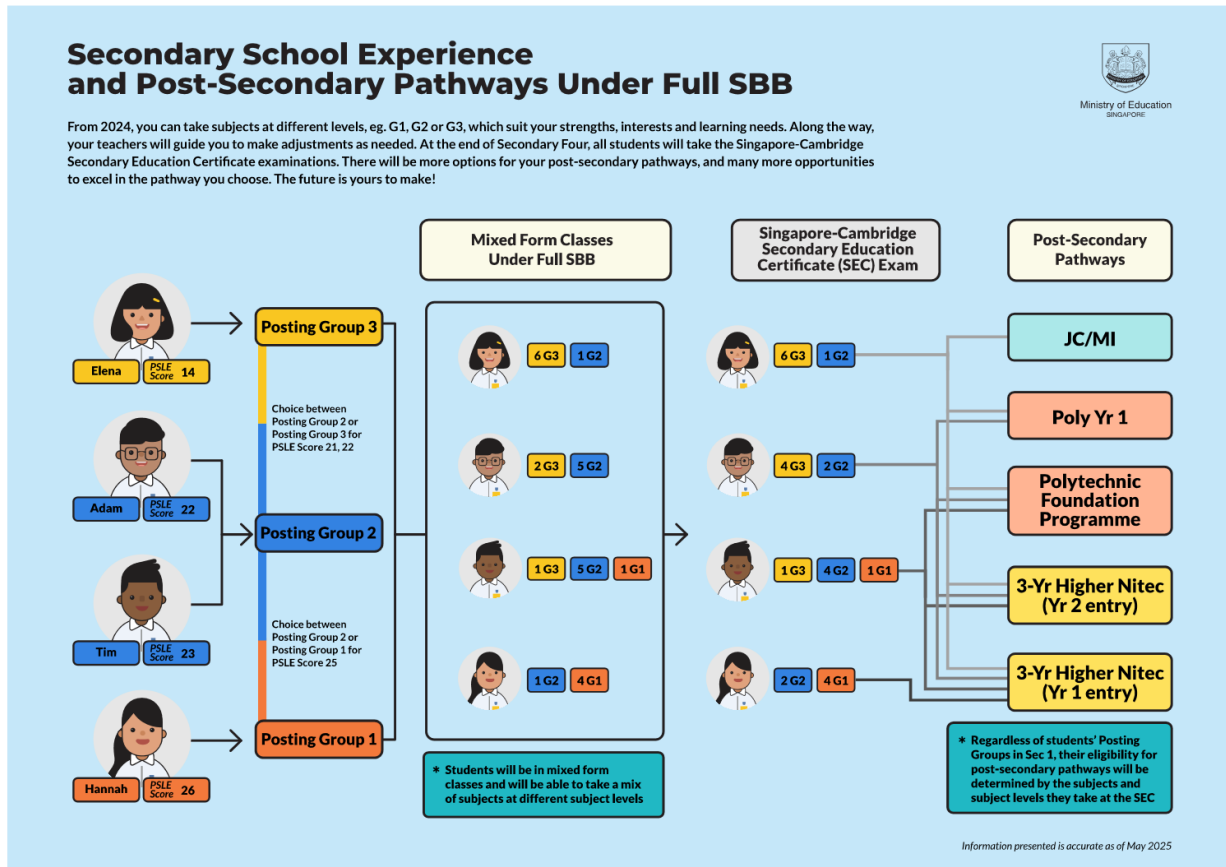
2. Students may accept or reject the offer.

3. Secondary 3 students will continue to offer the subjects at a more demanding level in Secondary 4 unless otherwise advised by the school.

Progression Requirements

| Level | Academic Requirement |
|--|---|
| Secondary 1 | Students will progress to the next year of learning and continue to take on subjects appropriate to their pace of learning, unless otherwise advised by the school. |
| Secondary 2 Secondary 3 | A pass in English and 2 other subjects or A pass in at least half the total number of examinable subjects offered. |

Post-Secondary Options for Students Under FSBB



Students will offer a more diverse combination of subjects at different subject levels by the time they complete secondary school. MOE has thus reviewed the admissions criteria for post-secondary pathways to recognise a wider profile of learners and provide students with more options, while ensuring students have the necessary fundamentals to thrive in their chosen pathway.

From 2028, more post-secondary options will be available.

| Students taking at least | POST-SEC PATHWAYS | | | | | |
|--------------------------|-------------------|------------------|--|--------------------|---------------------|----------------|
| | ITE Year 1 Entry | ITE Year 2 Entry | Polytechnic Foundation Programme (PFP) | Polytechnic Year 1 | Millennia Institute | Junior College |
| 5 G3 subjects | ✓ | ✓ | NEW ✓ | ✓ | ✓ | NEW ✓ |
| 4 G3 + 1 G2 subjects | ✓ | ✓ | NEW ✓ | NEW ✓ | | |
| 5 G2 subjects | ✓ | ✓ | ✓ | | | |
| 4 G1 subjects | ✓ | NEW* ✓ | | | | |

*Students who offer 4 G1 subjects will join Year 1 of Higher Nitec, and may be offered the accelerated pathway if they meet academic requirements during their Year 1 Semester 1 examinations. This pathway will allow them to attain a Higher Nitec in a shorter duration of about two years.



For more details on the Full Subject-Based Banding (Full SBB), please visit this website:

<https://www.moe.gov.sg/microsites/psle-fsbb/full-subject-based-banding/main.html>

A Holistic Education for Secondary School Students - LEAPS 2.0

A holistic education provides students with a broad and deep foundation for lifelong learning. This includes learning not just in the academic areas. Equally important is the development of values and life skills in each child. This will equip the child to handle the challenges in life later.

A holistic education also supports students to discover their strengths, interests and talents. Students tend to flourish in areas they are interested in. Thus, as far as possible, we should allow them to pursue their areas of interest.

Jurongville Secondary School offers a range of co-curricular programmes to help students achieve a holistic education. Community service is also invaluable in helping students develop qualities such as care, concern and respect for others in society.

LEAPS 2.0

LEAPS 2.0 is a framework to recognise secondary school students' holistic development. Students will be recognised with levels of attainment in four domains: Participation, Achievement, Leadership and Service.

LEAPS 2.0 DOMAINS

Participation

This domain recognises students' participation in one school-based Co-Curricular Activity (CCA). Recognition is based on the number of years of participation and exemplary conduct and active contribution to the CCA. Sustained engagement in the same CCA allows for progressive development of character, skills, knowledge and friendships, and will be accorded higher recognition.

Service

This domain recognises students' development as socially responsible citizens who contribute meaningfully to the community. Every secondary school student will contribute at least 6 hours per school year to the community. They can choose to embark on a Values-In-Action project (VIA). Students will be recognised for the time they put into planning, service and reflection, when participating in a VIA project.

Leadership

This domain recognises students' leadership development. Recognition is accorded to students' ability to take charge of personal development, work in a team and assume responsibilities in service of others. In addition to formal leadership appointments, participation in student leadership modules/workshops, the National Youth Achievement Award (NYAA) and leadership positions in the school, CCA or student-initiated/student-led projects will also be recognised.

Achievement

This domain recognises students' **representation** and **accomplishment** in co-curricular involvements beyond the classroom. Opportunities for representation and accomplishment present valuable learning experiences for students to learn discipline, resilience and develop their character. Students

may represent the school or organisations endorsed by the school. Recognising external opportunities better caters to students' diverse interests and talents. It also recognises the community's role in developing the child.

Representation refers to being selected and endorsed by the school or an organisation endorsed by the school (e.g. the community club or national association) to contribute, perform or compete. It need not be tied to his/her CCA in school.

Accomplishment refers to attaining accolades and awards at competitions, festivals, performances, exhibitions, conferences and symposiums where the student represents the school or other organisations endorsed by the school.

The details on the levels of attainment for each of the domains can be found on the school website (<https://www.jurongvillesec.moe.edu.sg/cca/permalink/cca/>).

Recognition of Students' Level of Attainment

At the end of the graduating year, students' co-curricular attainment will be recognised according to Excellent/Good/Fair. The level of attainment will be converted to a bonus point(s) which can be used for admission to Junior Colleges/ Polytechnics/ Institutes of Technical Education (JC/Poly/ITE).

| Co-Curricular Attainment | Details |
|----------------------------|---|
| Excellent (2 bonus points) | Student who attains a minimum Level 3 in all four domains with at least a Level 4 in one domain. |
| Good (1 bonus point) | Student who attains a minimum Level 1 in all four domains with any one of the following: <ul style="list-style-type: none"> ▪ At least Level 2 in three domains. ▪ At least Level 2 in one domain and at least Level 3 in another domain; or ▪ At least Level 4 in one domain. |
| Fair | Student's attainment in co-curricular will not translate into any bonus points. |

For enquiries, please contact:

| Name | Designation | Contact No. | Email |
|-------------------|---------------|-------------|------------------------------|
| Mr. Goh Yong Hang | HOD PE/CCA | 65638704 | Goh_yong_hang@schools.gov.sg |

School Safety

Objective

- Provide a **safe school environment**, to always ensure safety for students & staff.
- Be guided by MOE's Safety Vision & Mission, Safety Guiding Principles, Safety Philosophy and School Safety Framework in ensuring school safety.

GUIDELINES ON PHOTOGRAPHY / VIDEOGRAPHY

Photographs or video images of you, your parents or your legal guardians may be taken during school activities and events, such as classroom lessons, CCA, school camps, school concerts or Speech Day. The school may use and publish such photographs or video recordings in school publications, school's website, school's social media channels, or any other communication channels authorised by the school. However, these photographs or video images will not be released to any third party beyond our school without the consent of the individuals in the photos or video production.

General Traffic Rules within School Campus

For vehicles

- All visitors must stop and register their vehicles at the security guard post before the carpark gantry is raised for entry into the school campus.
- All vehicles must slow down upon entry into the school. The speed limit for vehicles moving within the school campus is 15 km/h.
- Parking in school is not allowed unless the person is on official business or is attending a school event where carpark lots would have been allocated earlier. Parking lots are reserved for school staff and for visitors on official business only.
- Vehicles may drop off and pick up passengers at the front porch.

For pedestrians

- Pedestrians must use the walkways to enter and exit the school.
- When crossing roads within the school, pedestrians are to use the zebra crossings where indicated.
- Students are not allowed to take shortcuts and walk across the staff car park or driveway, to access other areas of the school.
- Students are reminded to use pedestrian crossings located outside the school along Jurong East Avenue 1. They are to observe traffic rules and practice safe habits such as not using their mobile phones or wearing their headphones/earphones when crossing the roads.

For visitors

- All visitors must register at the security guard post and obtain a Visitor Pass before entering the school campus. The Visitor Pass must be always worn when in school, and visitors must be always accompanied by staff.

Safety in the Science Laboratories, Electronics Lab, Computer Rooms, Art Rooms, Workshops and Food Labs

- Students must not enter or work in any of the above rooms, unless accompanied by the teacher.
- Where work is to be carried out in any of the above rooms, students must be appropriately attired, long hair to be neatly tied and must observe the safety rules applicable to the room(s).
- Students must wear safety goggles and protective gear when handling caustic chemicals or when handling heavy machinery.
- Students must adhere to the safety instructions given by the teacher and extreme care must be taken when handling chemicals, equipment or sharp objects.
- Students are expected to seek clarifications from the teacher if the instructions to the experiments are not thoroughly understood. Students should not proceed with the experiment if in doubt.
- Students are not allowed to take any apparatus, chemicals or tools out of the room unless permission is granted by the teacher.
- Students must report any damages, breakages or injuries to the teacher immediately.
- Students are to clean the apparatus, bench tops and surrounding areas after use.
- Students are not to eat or drink in the above rooms unless otherwise permitted by the teacher e.g. in the food laboratories.

Emergency Evacuation

Reporting

- Anyone who detects an emergency must immediately report the incident to the General Office.

Class Evacuation

A continuous ringing of the fire alarm signifies an emergency. When an alarm is set off:

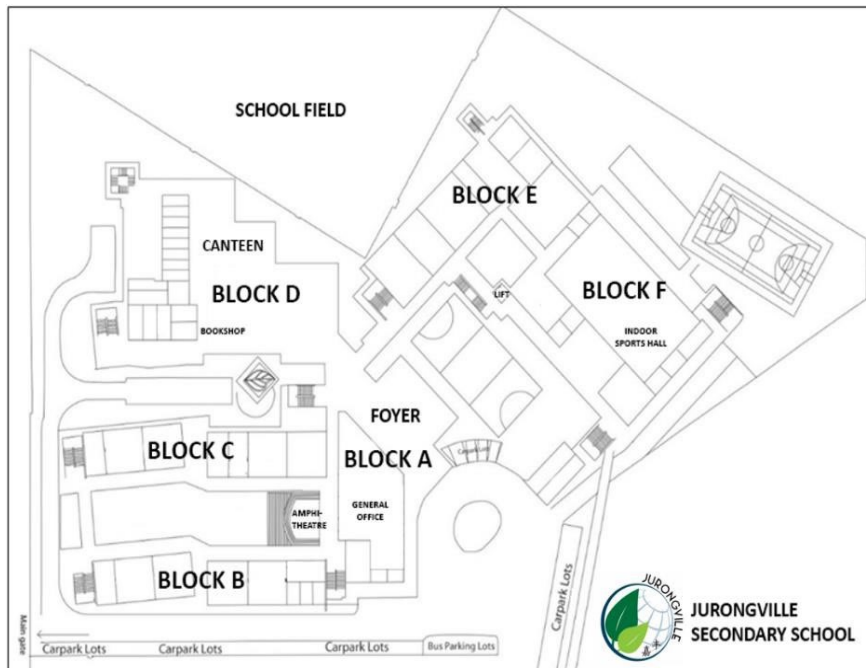
- Listen to the announcement over the public address system for evacuation instructions.
- Switch off computers, lights, air-conditioners, electrical appliances and turn off all gas taps (in laboratories).
- Follow the instructions of your teacher and evacuate the room in an orderly manner.
- Do not bring along bags or bulky items.
- Follow the designated evacuation route to the assembly area.
- Refrain from running.
- Offer help to the disabled, where necessary.

Assembly Area

- Assemble in the designated Assembly Area with your classmates for attendance taking.
- Stay with your classmates at the designated Assembly Area.
- Do NOT leave the Assembly Area without prior permission from your teacher.

'All Clear' Announcement

- Wait patiently until the "All Clear" instruction is given by the Principal or by the teachers at the Assembly Area.



Financial Assistance Scheme

The following financial assistance schemes are available to needy **Singaporean students**.

1. MOE Financial Assistance Scheme (MOE FAS)

- Gross Household Income (GHI) not exceeding \$4,000 per month; or
- Per Capital Income (PCI) not exceeding \$1050 per month

2. School Based Financial Assistance Scheme (SB FAS)

Applicants whose family income is not within the MOE FAS's income criteria will be considered on a case-by-case basis for SB FAS.

How to apply

Application for new MOE FAS is open throughout the year. Alternatively, students can obtain the financial assistance application forms from the General Office.

Please refer to <https://jurongvillesec.moe.edu.sg> for more details.

MOE Edusave Awards

Edusave Scholarships

All Singaporean students who are not recipients of Edusave Merit Bursary or Good Progress Award are eligible for the Edusave Scholarships if they are the top 10% of students in each level and course in terms of academic performance.

Edusave Merit Bursaries

All Singaporean students who are not recipients of any Edusave Scholarship are eligible for the Edusave Merit Bursary if they are within the top 25% of each level and course in their schools and their monthly gross household income does not exceed \$7,500. To benefit students from bigger households, they are also eligible if their per capita household income, i.e. gross household income divided by the number of household members, does not exceed \$1,875.

Good Progress Awards

All Singaporean students who are not recipients of any Edusave Scholarship or Edusave Merit Bursary are eligible for the Edusave Good Progress Award if they are among the top 10% who have made significant improvement in their academic performance based on their overall examination results compared to the previous year.

Edusave Character Awards (ECHA)

The ECHA is given to recognise students for demonstrating exemplary character and outstanding personal qualities through their behaviour and actions.

Edusave Awards for Achievement, Good Leadership and Service (EAGLES)

The **EAGLES** Awards supports schools in celebrating exemplary achievements (competitions, exhibitions, conferences or performances), leadership as well as service to the school or community. It also serves to recognise students who have demonstrated E21CC in a consistent and exemplary manner as observed in school settings and contexts. The award is given based on students' achievements in co-curricular activities and/or contribution to community services and/or consistent demonstration of E21CC over a one-year period or more.

Please refer to <https://www.moe.gov.sg/financial-matters/awards-scholarships/edusave-awards> for more details.

Counselling and Emotional Support

Emotional Support for Students

Counselling is a collaborative process in which the counsellor or psychologist facilitates the expansion of the students' view of life, enlarges their repertoire of coping resources and enables them to make choices for a change in themselves, the situation and the environment, without destructive consequences to self or others¹. The goal of intervention is to help students manage their concerns effectively and to enhance their total development.

¹ Adapted from Yeo, A. (1993). *Counselling: A Problem-Solving Approach*, Armour Publishing (p5).

Students are encouraged to seek counselling support through their Class Mentors if they need help. Alternatively, students may approach the school counsellors directly.

The Counselling Team at Jurongville Secondary School provides the following services:

- conduct individual and small-group counselling to students
- carry out developmental programmes relating to transition issues, stress management, anger management, conflict management, relationship management, positive thinking and responsible thinking
- work with families of students being counselled, and conduct home visits when necessary
- refer students and their families to community resources for specialised assistance
- develop strategies for early identification and intervention of students with social, emotional and behavioural problems
- perform educational and career/vocational counselling
- advise teaching staff regarding counselling-related issues based on identified needs
- organise training/workshops for parents based on recognised needs
- assist teaching staff with strategies on how to support students in distress

Do you want to add role of ECG counselling ?

Contact Information of our School Counsellors and Student Welfare Officer:

| Role | Officers | Contact Number |
|--|--|--|
| School Counsellors | Mr Teng Chee Kong, Miss Wong Rui Yee | Tel: 65638704 Email: jurongville@moe.edu.sg |
| Student Welfare Officers | Mdm Faizah Pabila, Ms Winnie Yeo | |
| Education and Career Guidance Counsellor | Ms Atiqah Saad Ms Atikah Bte Sa'ad | |

Helpful Information

Parents are welcome to write in to jurongville@moe.edu.sg regarding counselling service for their children.

List of Family Service Centres (FSCs) in the West Zone

| | Agency Name/Address | Website/E-mail | Tel |
|----|--|---|---------------|
| 1. | Lakeside Family Center (Jurong West) Block 516, Jurong West Street 52, #01-73, S (640516) | https://www.lakeside.org.sg lfsjw@lakeside.org.sg | 65671908 |
| 2. | Lakeside Family Centre (Jurong East) Block 302, Jurong East Street 32, #01-22, S (600302) | https://www.lakeside.org.sg lfsje@lakeside.org.sg | 65649722 |
| 3. | Lakeside Family Centre Parent Support Services | pss@lakeside.org.sg | NA |
| 4. | Fei Yue Family Services at SSO @ Taman Jurong 301A Corporation Drive S (619773) | https://www.fycc.org enquiry_FeiYueTJFST@fycc.org | 62672900 |
| 5. | PPIS Family Service Centre (West) Block 301, Bukit Batok Street 31, #01-01, S (650301) | https://ppis.sg fscwest@ppis.sg | 65613462 |
| 6. | SINDA Family Service Centre 1, Beatty Road, S (209943) | https://www.sinda.org.sg queries@sinda.org.sg | 1800-62953333 |
| 7. | THK FSC @ Jurong Blk 183B, Boon Lay Ave, #01- 716, S (642183) | https://www.thkmc.org.sg jurongfsc@thkmc.org.sg | 67169466 |
| 8. | THK FSC @ Bukit Panjang Blk 139, Petir Road, #01-448, S (670139) | https://www.thkmc.org.sg bpfsc@thkmc.org.sg | 67671740 |

| | | | |
|----|--|--|----------|
| 9. | Whispering Hearts Family Service Centre Blk 646 Jurong West Street 61, #01-142, S (640646) | https://viriya.org.sg/our-services/familyservices/whispering-hearts-family-service-centre/ whfsc@viriya.org.sg | 67951008 |
|----|--|--|----------|

Here are more social agencies which offer help to youths and their parents:

| | Social Agency | Who It Is For | Operating Hours | Contact |
|----|---|---|---|---|
| 1. | AMP Helpline | Malay/Muslim families in crisis or individuals who need help | Mon – Fri 10 a.m. – 5 p.m. | 6416 3960 / 6416 3961 |
| 2. | CREST-YOUTH(SOAR) by Lakeside FSC https://lakeside.org.sg/crest-youth-lakeside/ | Youths and parents concerned about and requiring support for mental health related issues | Mon - Fri 9 a.m. - 6 p.m. | 6991 3000 |
| 3. | National Anti-Violence and Sexual Harassment Hotline | Anyone experiencing or who wants to report possible abuse | Daily – 24 hours | 1800-7770000 |
| 4. | Samaritans Of Singapore (SOS) | Anyone facing a crisis | Daily – 24 hours | Hotline: 1767 CareText (Whatsapp) 91511767 |
| 5. | SHINE Children and Youth Services https://www.shine.org.sg/ 329 Clementi Ave 2 #01-248 S (120329) | Youths and families looking to strengthen functioning, coping and resilience | Mon - Fri 9 a.m. - 6 p.m. | 6778 6867 |
| 6. | Social Service Office @ Boon Lay Located in NKF Integrated Renal Centre 500 Corporation Rd, #01-01, Singapore 649808 | Families requiring financial assistance | Mon – Fri 9 a.m. - 1 p.m. 2 pm – 6 pm | 1800 222 0000 |

| | Social Agency | Who It Is For | Operating Hours | Contact |
|-----|--|---|---|---|
| 7. | Social Service Office @ Bukit Batok Blk 369 Bukit Batok St 31 #01-505 S (650369) | Families requiring financial assistance | Mon – Fri 9 a.m. - 1 p.m., 2 p.m. - 6 p.m. | 1800 222 0000 |
| 8. | Social Service Office @ Jurong East Devan Nair Institute for Employment and Employability 80 Jurong East St 21 #01-07 S (609607) | Families requiring financial assistance | Mon – Fri 9 a.m. – 1 p.m. 2 p.m. – 6 p.m. Sat 9 a.m. – 1 p.m. | 1800 2220000 |
| 9. | Social Service Office @ Taman Jurong 301A Corporation Drive (619773) | Families requiring financial assistance | Mon – Fri 9 a.m. - 1 p.m. 2 p.m. – 6 p. m. | 6267 2900 |
| 10. | Touchline (TOUCH Youth Services) | For anyone needing someone to talk to | Mon – Fri 9 a.m. – 6 p.m. Excluding public holidays | 1800-3772252 |
| 11. | Teen Challenge 735 Old Choa Chu Kang Road, S (699798) | Inhalant abusers, teenage gangsters, runaways, school dropouts, delinquents who need crisis counselling | Mon – Fri 9 a.m. – 6 p.m. | 6793 7933 |
| 12. | Youthline 7A Lorong 8 Toa Payoh #0307, Agape Village, S (319264) | Youths (up to 35 years old) requiring free, inclusive counselling. Call or text to book a session | Mon – Fri 9 a.m. – 6 p.m. | 6436 6612 Via text: 8533 9420 |
| 13. | SANA Step Up @ Taman Jurong 301A Corporation Road S (619773) | Drug abusers and their family who require assistance, including removal of offensive tattoos | Mon – Fri 10 a.m. – 6 p.m. | 9847 5102 |
| 14. | Singapore Association for Mental Health Blk 139 Potong Pasir Avenue 3, #01-136 S (350139) | Anyone with psychological, psychiatric, emotional/social issues | Mon – Fri, 9 a.m. – 6 p.m. | 1800-2837019 |

Special Educational Needs

A. Inclusive Education

At Jurongville, we believe that every student is unique and has his/her own strengths. We provide support to help students with mild special educational learning needs so that they can learn well like all other students. Besides supporting their learning, the school aims to equip all students with adaptive skills needed to function well in society.

B. Support given by Special Educational Needs SENO)

The structured and systematic support provided by our SEN-O helps students cope with the academic, social, physical and emotional demands of school life:

- providing withdrawal support with skills training which is specialised remediation that is goal targeted (e.g. anger management, improving communication & organisational skills)
- offering in-class support by helping target students to understand lesson content using various means (e.g. audio-visual aids, mind mapping skills, Q&A sessions)
- communicating students' needs to teachers
- helping teachers and parents to better understand these students' needs
- setting up and maintaining special needs-friendly classrooms / learning laboratories
- collaborating with external agencies that support students with special needs
- contributing to case conferences in schools
- keeping records of students with special needs

C. Submission of documents by parents who have children with special needs

Parents with children who are diagnosed with special educational needs are required to submit the following documents to the SEN-O:

- recent full psychological report
- medical report for examination accommodation in primary school if any
- letter of examination accommodation provided by the primary school if any
- letter of exemption for Mother Tongue if any
- contacts of psychologist, psychiatrist or therapist that the student is currently seeing
- letters or reports from the above stated medical professionals if any

Any submitted document will be considered confidential. They will only be used for the purpose of designing an effective support plan for the students.

D. Contact Information of our Special Educational Needs Officer:

Mr Ahmad Idris Ismail

Email: ahmad_idris_ismail@schools.gov.sg

Ms Esther Zeng Hui

Email: Esther_Zeng_Hui@schools.gov.sg

Tel: 65638704 ext. 420

For further enquiries, please contact our Special Education Needs Officers.

E. Students who need to be psychologically assessed can be referred to the NUH REACH Team through the school. Below are the various agencies that can provide psychological assessment.

| | Names of Clinics and External Agencies | Contact Details | Tel./ Fax No. |
|---|---|--|----------------------------|
| 1 | James Cook University Singapore Psychology Clinic | JCU Singapore Psychology Clinic 149 Sims Drive Singapore 387380 | 67093762 |
| 2 | Autism Resource Centre | Autism Resource Centre 5, Ang Mo Kio Avenue 10 Singapore 569739 E Email: arc@autism.org.sg http://www.autism.org.sg | 63233258 |
| 3 | Dyslexia Association of Singapore | DAS Academy Bishan Junction 8 9 Bishan Place, #06-01 Singapore 579837 DAS International Services 1 Jurong West Central 2, Jurong Point, #05-01, Singapore 648886 http://www.das.org.sg | 63362555 66439600/1 |

STRATEGIES FOR BETTER MENTAL WELL-BEING

CALMING DOWN STRATEGIES



DEEP BREATHING

- Take a deep breath in.
- Slowly breathe out using ten counts.
- Focus on your breathing and block out other thoughts.
- Feel your stomach rise and fall with your breathing.

MUSCLE RELAXATION (HANDS AND FACE)

- Curl and straighten your fingers several times to increase blood flow.
- Gently shake your hands.
- Clench your fists and curl your wrists inward, curl your wrists back and rotate your fists in circles.
- Massage your face, raise and lower your eyebrows, puff out your cheeks and relax your jaw.

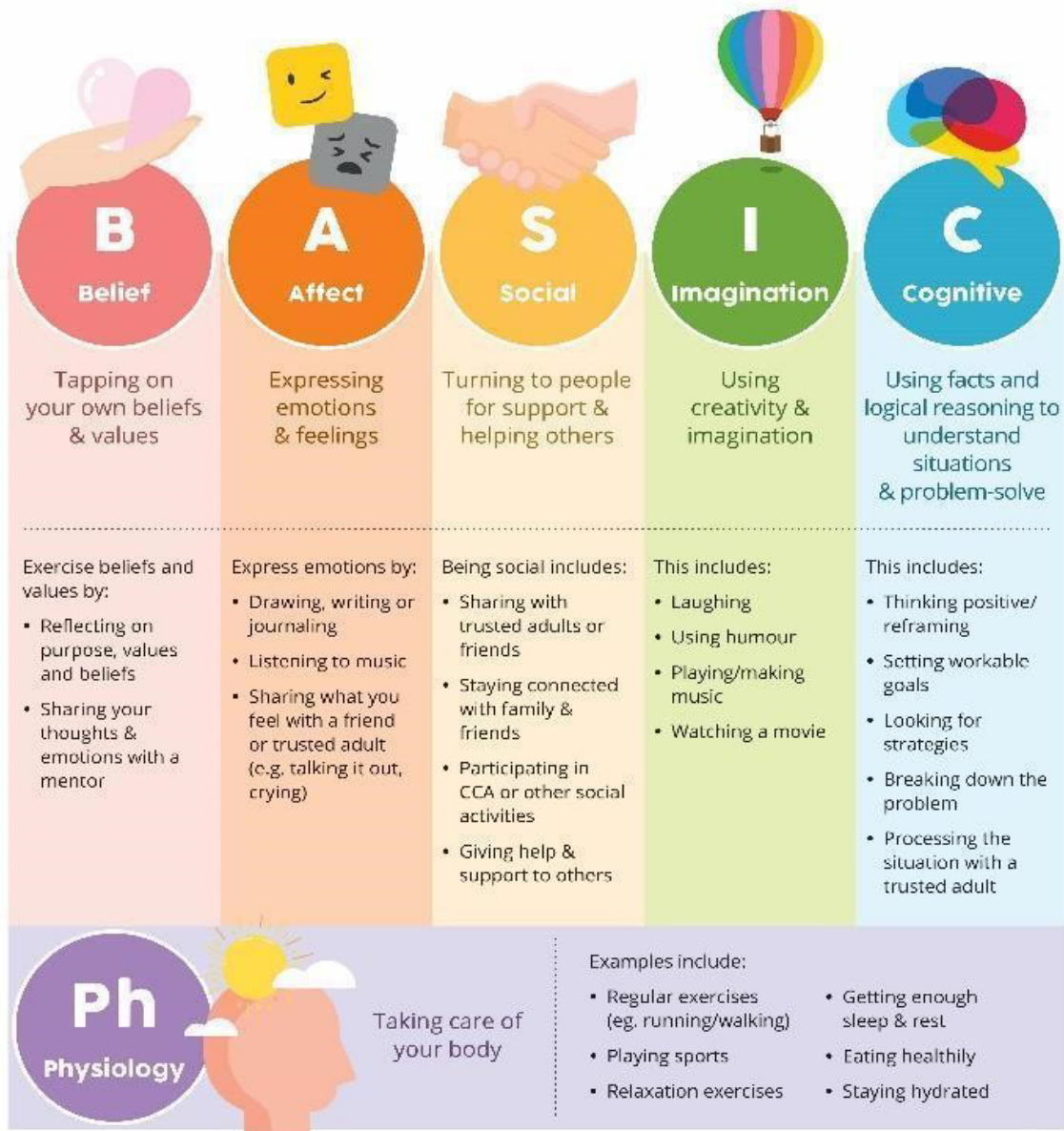
MENTAL RELAXATION

- Play some soft music.
- Sit somewhere comfortable.
- Close your eyes.
- Think of pleasant images such as beautiful scenery.
- Breathe and relax all the muscles.

TAKING A TIME-OUT

- Remove yourself from the situation.
- Close your eyes to shut out some of the stimulations.
- Take a walk.
- Tell yourself to be calm or talk to someone.

Coping Strategies



Adapted from Lahadi, W. (1992).

The coping strategies above are suggestions and there are other examples in addition to what has been listed.

JVS ICT Information Communication Technology

ACCEPTABLE USE POLICY (AUP)

Jurongville Secondary School has been leveraging technology for teaching and learning. We believe that technology is a critical tool for developing our students' 21st century competencies.

This Acceptable Use Policy (AUP) establishes guidelines on the appropriate use of EdTech resources to help you understand how to use these resources safely and responsibly, in line with efforts to develop your digital literacies and growth as digitally responsible citizens.

EdTech resources include the following, but are not limited to:

- Learning devices (e.g. Personal Learning Devices (PLDs), school devices)
- ICT system accounts (e.g. Singapore Student Learning Space (SLS), iCON); and school internet networks.

For more information, please refer to:

Student Kit on Cyber Wellness and Learning with a Personal Learning Device (Secondary) – <https://go.gov.sg/cw-studentkit>

1. General

- a) You should not attempt to access data, system and information that you are not authorised to.
- b) You are reminded that the use of learning devices and school's EdTech resources should solely be for the purpose of learning.

2. Using your PLD

- a) You are responsible for your PLD. In the event of loss or theft of the device, you must make a police report and report the matter to the school.
- b) In order to have a positive learning experience, you should ensure that your PLD is fully charged before bringing it to school.
- c) You are reminded to keep your PLD updated by installing the relevant patches and updates when being prompted by the system.
- d) All PLDs are installed with a Device Management Application (DMA) to support a safe and conducive learning environment. You should not attempt to bypass the DMA.
- e) You are responsible for regularly backing up your learning materials in your PLD to prevent data loss.

3. Being a Responsible Digital Citizen

- a) You should interact with others in a respectful and responsible way. You should not post online remarks that are
 - racially and/or religiously insensitive,
 - vulgar and/or offensive, or
 - hurtful to others.

- b) You should not use any devices to
 - store, modify, create or share content (e.g. documents, presentations, pictures and videos) that is inappropriate (e.g. indecent, pornographic, defamatory, hurtful to self or others).
 - make threats, cause harassment or embarrassment, impersonate or intimidate others.
- c) You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).
- d) Non-compliance with the above will lead to disciplinary action in accordance with the school's discipline policy.

4. Respecting Copyright

- a) You are reminded to obtain explicit permission from the content owner(s) before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).
- b) You should not use, copy, edit or share digital files in an unauthorised or illegal manner.

5. Using Artificial Intelligence (AI)

- a) You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
- b) If the use of AI is permitted, you should acknowledge the use of AI in weighted assessments and homework as required.
- c) You are to practice academic integrity and be responsible for your own learning when using AI. Understand that you are ultimately short-changing yourself if you pass off other's work as your own.

6. Staying Safe and Secure online

- a) You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school.
- b) You are reminded to develop online safety habits. This includes not disclosing personal access credentials (e.g. MIMS password, PLD passcode, etc.), sensitive personal data (e.g. home address, passwords) online or on AI platforms, verifying credibility of online content before sharing, avoiding clicking on suspicious links or downloading unknown files, and being cautious when interacting with others online (e.g. on social media) by not engaging with strangers.
- c) You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

7. Digital Wellbeing and Balance

- a) You are reminded to balance screentime with other activities including physical exercise and face-to-face social interactions.
- b) You should avoid excessive use of your devices outside learning hours.
- c) You should take regular breaks to rest your eyes and mind.
- d) You are reminded to practice good sleep hygiene by not using your devices one hour before bedtime.

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

Violation of any policies, rules or administrative procedures may result in a temporary suspension or revocation of a student's PLD and account. The student may also face disciplinary action in accordance with the school's discipline policy.

8. Students' PLD DMA Control

- All students' PLD will be under Default Option during School
- Sleep time will be from 8.30pm for S1s and 9.30pm for other levels
- Parents/Guardian control after school hours can be requested for Upper Secondary Students

9. PLD Support

PLD@Library

Students can proceed to the PLD corner in the library for technical support at the following timings:

- Monday to Friday (Except Public and School Holidays), 2:30pm to 3:30pm
- Students can contact the school general office to make arrangements during school holidays.

10. Service Center

Refer to School Website for Latest updated List