



Abedeen Academy

Digital Literacy Policy

2025/2026

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1.0 INTRODUCTION: DIGITAL LEARNING

21st Century Education emphasizes teaching and learning activities that are student-centered, where the teacher acts as a facilitator to guide students in carrying out activities both inside and outside the classroom.

In line with this, Abedeen Academy must equip itself with the latest skills in 21st Century Teaching and Learning, in accordance with the aspiration of the Abedeen Academy Mission to deliver a world class educational experience and strive to create, support and maintain powerful, engaged learning in both the Islamic and academic fields. Use innovative techniques to enhance our students' life-long passion for learning through varied instructional strategies and exposure to a variety of science and art discipline.

There are 10 characteristics of 21st Century Learning that are the focus of educators at Abedeen Academy, namely:

1.1 **Student-centered learning**

1.1.1 Active student participation with the teacher as a facilitator.

1.1.2 Enhances students' interest in learning.

1.2 **Use of ICT devices**

1.2.1 Learning aids for the teaching and facilitation process.

1.3 **Active learning**

1.3.1 More active engagement through discussions among students and with teachers using ICT devices.

1.4 Self-directed learning

1.4.1 Responsible and independent learner.

1.5 Conducive learning environment

1.5.1 Encourages intellectual activity and meets emotional needs within a socially supportive learning space.

1.6 Students understand and follow instructions

1.6.1 Learning is carefully planned and structured.

1.6.2 Classroom rules, procedures, and notices are displayed in designated areas to help students stay on the right track.

1.7 Mutual Respect

1.7.1 Cultivating a respectful attitude between teachers and students.

1.7.2 Encouraging students to speak and express their opinions confidently and respectfully.

1.8 Students take responsibility for their own learning

1.8.1 Students work together to create a systematic and effective learning environment

1.9 Achievement-based assessment

1.9.1 Various assessment methods can be implemented involving both teachers and students.

1.9.2 Learning is enhanced through the sharing of resources and skills among students to gather information, evaluate, and monitor each other's work.

In line with this, to achieve the aspirations of current educational needs, **Abdeen Academy allows the use of devices in Teaching and Facilitation activities**. For this purpose, the **Abdeen Academy Digital Literacy Policy** have been developed.

The implementation of Digital Learning is expected to benefit all members of Abdeen Academy, contributing to student development and enhancing the education process in a holistic manner.

2.0 SECTION A: GUIDELINES AND RULES FOR DEVICE USAGE

- 2.1 Device **MUST** be registered with the IT Management Unit
- 2.2 Only ONE device is allowed per student chosen from following options:
 - 2.2.1 Laptop/Tablet PC (Highly recommended)
 - Minimum recommended specification:
 - **Processor:** Intel Core i3 or AMD Ryzen 3 latest Gen
 - **Memory (RAM):** 4GB to 8GB
 - **Storage:** 256GB to 500GB (SSD preferred)
 - 2.2.2 Tablet/iPad
- 2.3 Mandatory application
 - 2.3.1 Google Chrome or Microsoft Edge (Web Browser)
 - 2.3.2 GIMP, Photopea, Canva (Image Editor)
 - 2.3.3 MU Editor (Micro bit programming)
 - 2.3.4 Scratch (Block Based Coding)
 - 2.3.5 Microsoft Access (Database)
 - 2.3.6 VLC Player (Media Player)
 - 2.3.7 Visual Studio Code
- 2.4 Students **MUST** join 'Student WiFi access' and **NOT ALLOWED** to use **mobile data** or **personal broadband modems unless permitted**.

2.5 Device usage is **ALLOWED** according to the following conditions:

ACTIVITY	DAY	TIME
Teaching and Facilitation Sessions a) Implementation of formative assessments b) Execution of repetitive exercises and drills	Monday – Friday	Activities are to be conducted throughout the Teaching and Learning sessions with the teacher’s approval. <i>Activities are not permitted during break time.</i>
School Programs a) Homeroom b) Co-curricular Activities c) Weekly theme e) Other school programs	Subject to the program schedule	Subject to the scheduled program and situational needs

2.6 The use of devices is the **STUDENT’S OWN RESPONSIBILITY**

2.7 The school will **NOT be held responsible** for any loss/damage caused by the student's negligence.

2.8 The school has the right to conduct **spot checks** on students’ devices to ensure they are registered and not misused. Students must provide their passwords when requested.

- 2.9 Students are **subject to any changes** in the device usage rules from time to time.
- 2.10 Actions for device misuse are subject to **the Abedeen Academy Code of Conduct Policy**.
- 2.11 **Online purchases are NOT allowed.**
- 2.12 The use of devices is **ONLY ALLOWED** for purposes related to **Teaching and Learning**
- 2.13 The use of **non-academic applications** such as **SOCIAL MEDIA** and **GAMING APPS** is **STRICTLY NOT ALLOWED**, **except** with teacher's permission/supervision.
- 2.14 Students need to bring a full charged device(s) and students **STRICTLY NOT ALLOWED** to charge devices in school compound, unless permitted by teacher.
- 2.15 The use of **power banks** is **NOT ALLOWED**.
- 2.16 Students are **STRICTLY NOT ALLOWED** to use **extension cords** or make unauthorized electrical connections.
- 2.17 Students are **ALLOWED** to use devices **during** teaching and learning sessions **with teacher's permission only**.

3.0 SECTION B: PROCEDURE FOR DEVICE RECLAIM

3.1 The process of reclaiming a confiscated device must follow the established procedure:

3.1.1 **First Confiscation.**

The student must submit an official request letter to the **Discipline Department** through their **Disciplinary Teacher**, along with a **letter of undertaking, after three (3) days** from the date of confiscation

3.1.2 **Second Confiscation**

The confiscated device can **only be reclaimed by the parent/guardian** with an **official request letter** and a **letter of undertaking, after seven (7) days** from the date of confiscation.

3.1.3 **Third Confiscation**

The student will be subjected to **disciplinary action in accordance with the Abedeen Academy Code of Conduct Policy.**

4.0 SECTION C: REGISTRATION GUIDELINES

4.1 Device Registration

4.1.1 Every device must be registered through the IT Management Unit. Refer to the flowchart in Appendix 1.

4.1.2 Username and password will be given to student after the registration

4.1.6 If a device is not registered, the school has the right to confiscate the device.

4.1.7 If a student intends to change their device, they must inform the IT Management Unit and register the new device again.

4.2 Mobile Data and Local Network Connection

4.2.1 Mobile data and broadband modems used on registered devices are **NOT ALLOWED** except with prior teacher permission. In such case, usage will be entirely the responsibility of the student.

4.2.2 Students may also face disciplinary action if found guilty of bypassing system security.

4.3 Parental/Guardian Control

4.3.1 Every smartphone and tablet **MUST** be fully monitored by parents/guardians using a **Smart Parenting Software application**

4.4 **Equipment Security**

4.4.1 To ensure safety in the use of devices, students must adhere to the following:

- a. Students must ensure that all devices under their control are in good working condition.
- b. Students are fully responsible for their own devices.
- c. The use of passwords to access device systems is encouraged, and users are fully responsible for the passwords assigned to them. It is **STRICTLY PROHIBITED** to share or give passwords to other students.
- d. All devices must be stored and placed in a safe and locked location.
- e. Any form of misappropriation or misuse of devices (i.e. gaming, gambling, watching movies or any activities unrelated to learning), must be reported to the Abedeen Academy Discipline Department.

5.0 SECTION D: FREQUENTLY ASKED QUESTION

5.1 Do parents/guardians need to provide new devices for students?

Answer: Not necessary, as long as the existing device meets the minimum specifications required for teaching and learning (refer Section 2.2.1)

5.2 What should parents/guardians do before allowing their children/wards to bring devices to school?

Answer: Parents/guardians are highly encouraged to install the following applications:

DEVICE	APPLICATION
Laptop and Tablet PC	Smart Parenting Software
Tablet	Smart Parenting Software

5.3 Are students allowed to use devices at any time?

Answer: NO. The usage time is based on the schedule set by the institution.

5.4 What are students' responsibilities regarding the devices they bring?

Answer: Students must comply with the rules of device usage set by Abedeen Academy.

5.5 What should students do if their device is lost?

Answer: Report the loss to the Discipline Department by filing a loss report, which can be obtained from discipline teacher.

5.6 What action will the school take if there is misuse of devices?

Answer: The Discipline Department will take appropriate measures in accordance with the Abedeen Academy Code of Conduct Policy.

5.7 What steps can students take to ensure the safety of their devices?

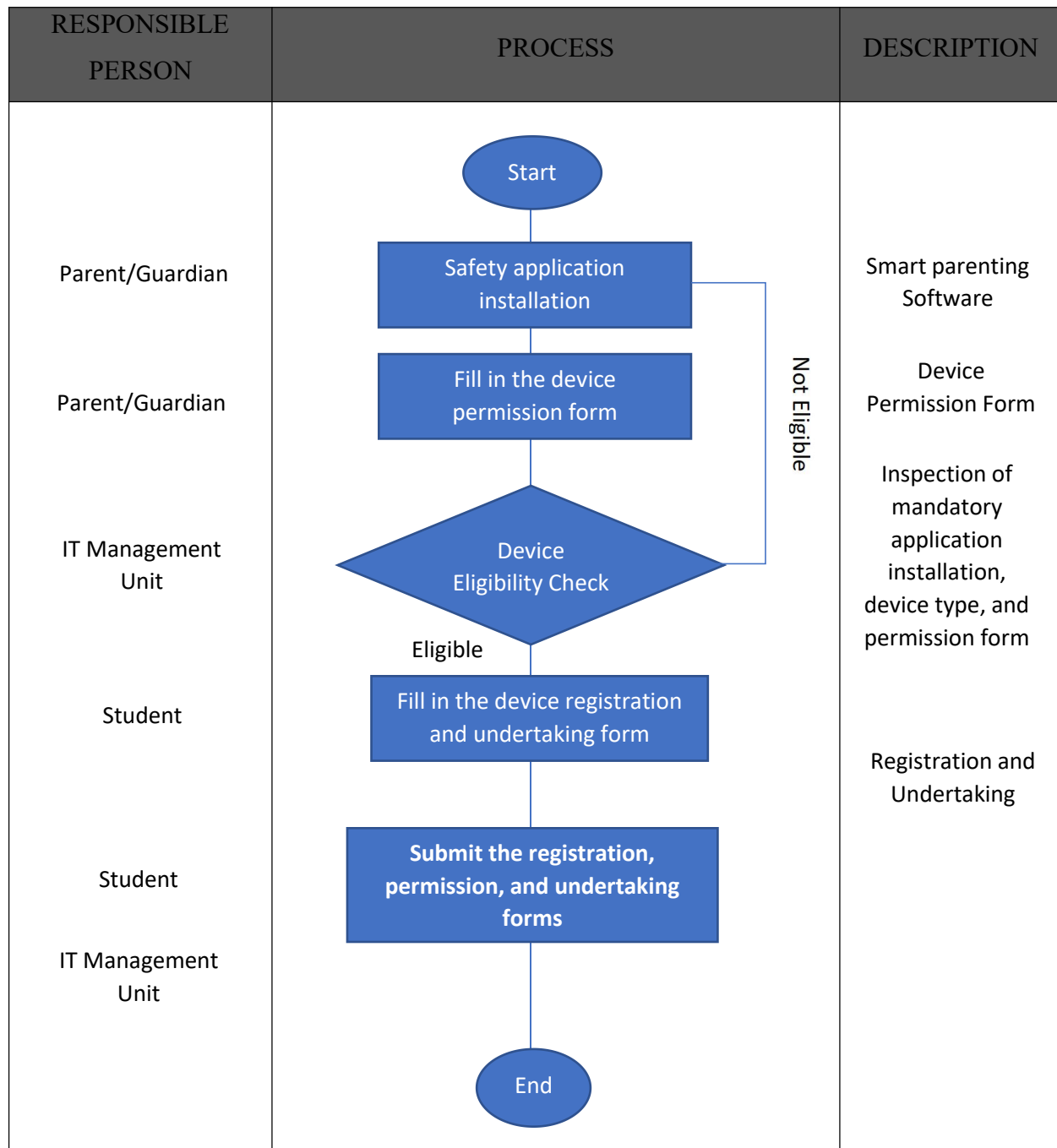
Answer: The following steps are recommended:

- a. Store devices in a safe and locked place (e.g., a padlock secured bag)
- b. Do not leave devices unattended or in areas without CCTV surveillance.
- c. Label devices with identification marks. (e.g. sticker, engraving, name tags)
- d. Install device tracking software to ease recovery if lost. (e.g., Google Find My Device, Apple Find My, or use tracking accessories such as AirTag)
- e. Set up personal passwords on devices.

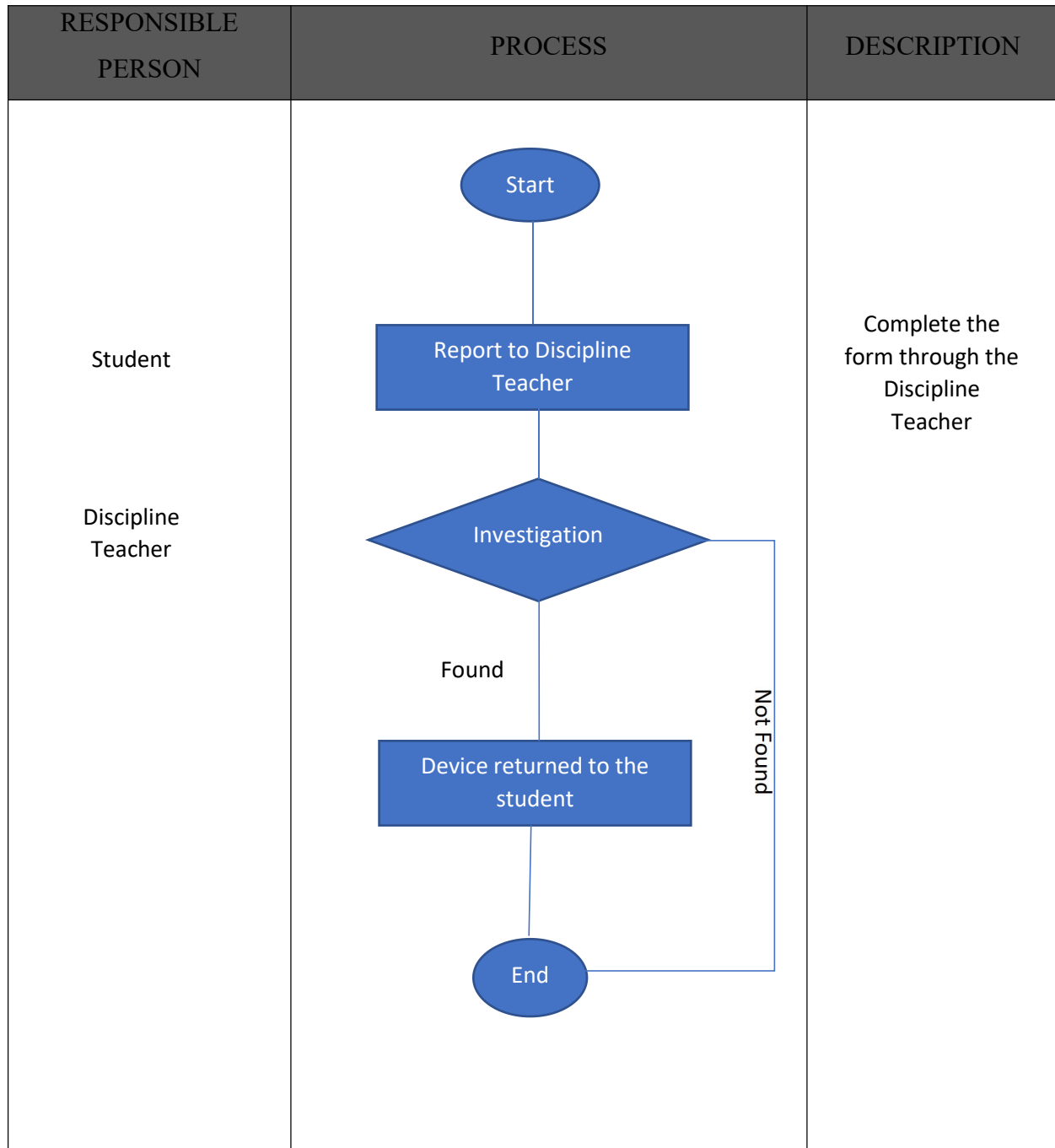
5.8 Will the institution provide internet access (Wi-Fi) for students to use their personal devices?

Answer: YES.

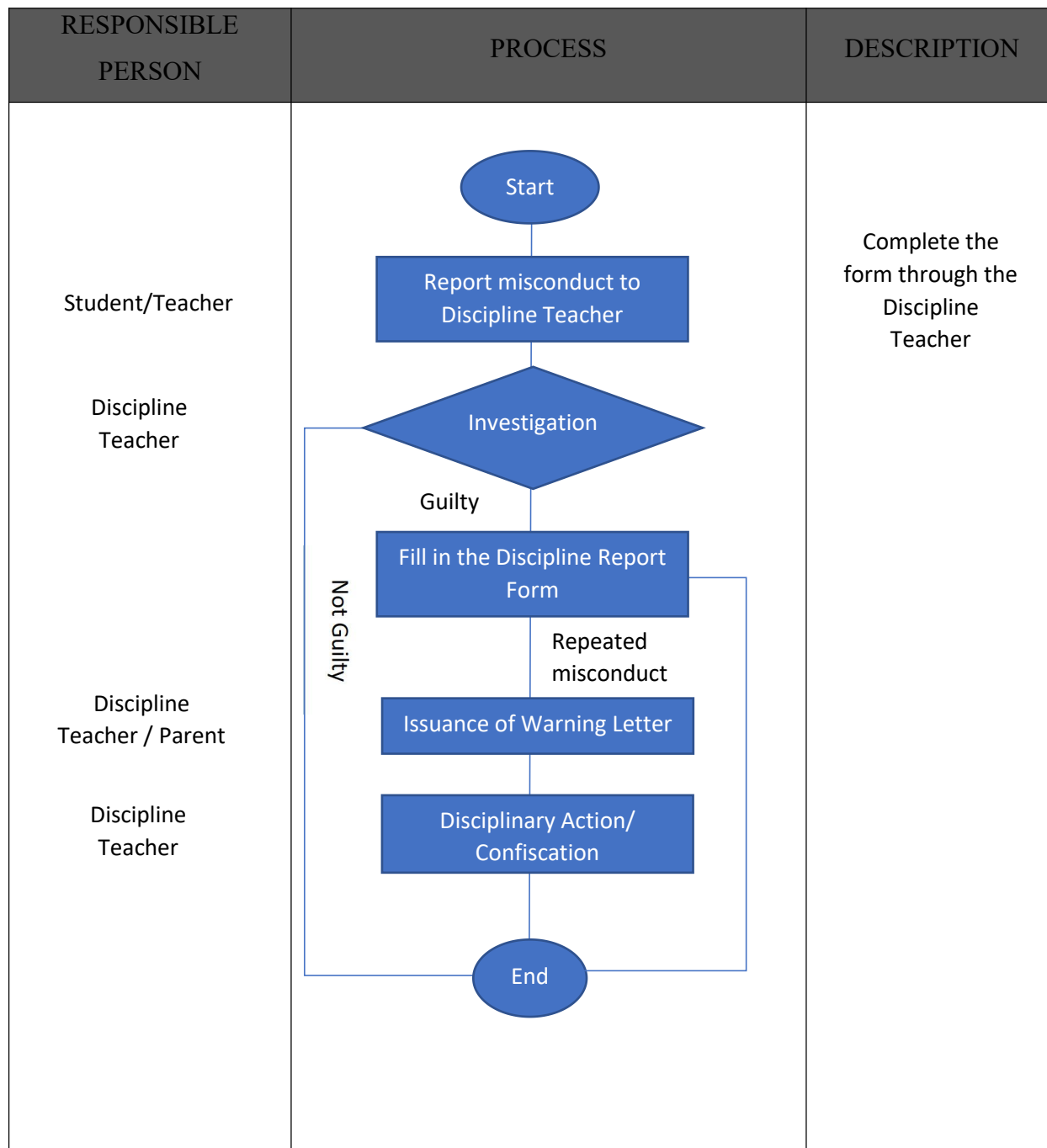
DEVICE REGISTRATION FLOWCHART



DEVICE LOSS REPORTING FLOWCHART



DEVICE MISCONDUCT PROCEDURE FLOWCHART



To: Principal,
Abedeen Academy.

Subject: UNDERTAKING TO COMPLY WITH DEVICE USAGE REGULATIONS

I,

I/C number.: Class:

hereby declare that I have registered the use of device with Academy Academy.

I have understood the regulations on device usage as permitted, and I hereby pledge not to violate the rules stipulated in the *Abedeen Academy Digital Literacy Policy*. Should I be found to have violated these rules, I am prepared to accept any appropriate action in accordance with the *Abedeen Academy Code of Conduct Policy*.

GENERAL RULES FOR DEVICE USAGE

1. I am **NOT ALLOWED** to use the device outside the times and places specified in the *Abedeen Academy Digital Literacy Policy*, except with permission from the school.
2. The use of the device must comply with the relevant Acts stated in the *Abedeen Academy Digital Literacy Policy*.
3. The school shall not be held responsible or blamed for any loss or damage to the device while under the student's care.

Thank you.

Student's signature:

Parent's signature:

(Name:)

I/C No. /Passport No.:

Date:

(Name:)

I/C No. /Passport No.:

Date:

LETTER OF ACKNOWLEDGEMENT AND CONSENT TO BRING DEVICE

To:

Principal,
Abedeen
Cyberjaya, Selangor.

Academy,

I, (**Name:**..... & **NRIC No.:**),
father / mother / guardian of student (**Name:**, **Admission**
Class:),

hereby declare that I (**ALLOW / DO NOT ALLOW**) my child / ward as named above to bring a device to Abedeen Academy for learning purposes.

The following device(s) will be brought by my child / ward:

1.
2.

I understand that the security and safekeeping of the device is the responsibility of my child / ward and myself. The school will take reasonable measures to ensure proper use of devices in accordance with school rules.

I also take responsibility to advise and remind my child / ward to comply with all guidelines and regulations stated in the *Abedeen Academy Digital Literacy Policy*.

Signature :

Name :

Contact No. :

Date :