7.4 Stewards' Special Attire

Stewards/learner leaders assigned duties must wear approved steward attire and/or badges/sashes/IDs at all times during duties. Stewards must model discipline and proper grooming. Stewards who misuse their position may be removed from duties.

7.5 Number 1 Uniform for Off-Campus Visits

Whenever boarders are going out of campus, they should wear their Number 1 uniforms.

8. Technology Use Policy

8.1 Use of School/Personal Devices and the Internet

Acceptable use: Technology may be used for educational purposes only (learning activities, research, assignments, and approved school tasks).

School devices: Learners may access school devices only when authorized by a teacher or school ICT staff.

Personal devices: Personal phones/tablets may only be used where the school permits (e.g., class-approved learning, emergency contact, or before/after school time).

Internet access: Internet browsing must be limited to approved sites and supervised/filtered where available.

No unauthorized access: Learners must not hack, bypass filters, download illegal software, or access accounts that are not theirs.

8.2 Use of Artificial Intelligence (AI) Technologies

Ivinar Park Academy recognizes Artificial Intelligence (AI) tools (such as large language models, AI writing assistants, automated coding tools, and image generators) as powerful educational aids when used ethically and responsibly.

Acceptable Use of AI:

- **Educational Enhancement:** Learners may use AI tools for brainstorming, concept clarification, language grammar refinement, or learning support ONLY when explicitly permitted by the subject teacher.
- **Mandatory Citation & Transparency:** All content, ideas, code, or text derived from AI tools MUST be acknowledged and properly cited in assignments, projects, or research reports.
- **Teacher & Staff Integration:** Teachers and administrative staff are encouraged to leverage AI for lesson preparation, differentiated material creation, and administrative efficiency, ensuring human oversight is maintained at all times.

Prohibited AI Practices:

- **AI-Generated Plagiarism:** Direct copying or generating full essays, reports, code, or answers using AI tools and submitting them as a student's own original work (classified as Academic Fraud).

- **Assessment Integrity Violation:** Using AI during examinations, closed-book tests, or controlled assessments unless explicitly specified in test instructions.
- **Data Privacy Violation:** Inputting confidential learner records, personal data, staff records, or internal academy communications into public, third-party AI models, in strict compliance with the Cyber and Data Protection Act.
- **Malicious Content Generation:** Using AI to generate deepfakes, offensive content, harmful media, or targeted harassment of staff or students.

8.3 Social Media Guidelines

Learners must not post content that:

- Identifies the school community in a harmful, insulting, or unsafe way
- Includes bullying/harassment, hate speech, or threats
- Shares private information (full names, addresses, phone numbers, exam results without permission)

Learners must not livestream or record staff/learners without permission. Any cyberbullying or harassment on social media must be reported immediately to a teacher or class teacher.

8.4 Consequences for Misuse of Technology

Minor misuse (e.g., using a phone where prohibited) may lead to:

- Device confiscation for the term
- Written warning/behavior report
- Parent/guardian notification

Serious or repeated offences (e.g., hacking, pornography, threats, stealing accounts, cheating, sharing harmful content, unauthorized AI plagiarism) may lead to:

- Strong disciplinary sanctions (detention, suspension, or removal of technology privileges)
- Referral for investigation and, where required, reporting to appropriate authorities

Staff will investigate incidents fairly and preserve evidence (screenshots, device logs) where possible.

9. Financial Policy

9.1 Tuition and Levies Payment Schedules and Methods

The academy sets a tuition payment schedule for each term/semester/year. Payment methods may include:

- Bank transfer
- Bank deposit
- Receipt-based direct payment at the bursar's/finance office

Learners' enrollment/attendance may depend on fulfilling financial obligations as per school rules and local regulations. Receipts must be issued for all payments received. Any communication regarding tuition and levy payments should be done with the bursar.