- **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.

9.2 Scholarships and Financial Aid Options

Scholarships/aid may be offered based on:

- Financial need (means assessment where applicable)
- Academic merit, leadership, or special talent
- Or other approved criteria by the school

Applicants submit required documents by the deadline (proof of need, academic records, recommendation letters, etc.). Decisions are reviewed by an approved committee and communicated to parents/guardians.

9.3 Refund and Withdrawal Policies

Withdrawal procedures: Parents must notify the school in writing of withdrawal and complete required checkout processes.

Refund approach: Refunds (if applicable) should depend on:

- Date of withdrawal (before term starts vs. after classes begin)
- Non-refundable administrative or registration fees (if applicable)
- Any outstanding obligations (uniforms, learning materials, services already rendered)

The finance office provides a clear refund computation and timeline for any approved refund. The school must handle disputes through the grievance policy process.

10. Co-curricular Activities Policy

10.1 Participation Requirements and Expectations

Learners must participate in clubs, arts, music, debates, and sports of their choice. Participation may require:

- Regular attendance to practice sessions
- Completion of academic responsibilities
- Proper use of uniforms/kit and equipment

Learners must follow schedules and reporting procedures during activities. The academy shall provide the basic facilities. All sports disciplines should receive a commensurate funding vote.

10.2 Code of Conduct for Clubs and Sports

- Respect coaches/instructors, teammates, and officials.
- No fighting, bullying, or harassment during activities.
- Proper sportsmanship: no cheating (illegal player, falsified eligibility, match manipulation).
- Equipment and uniforms must be cared for and returned if required.

10.3 Eligibility Criteria for Sports Teams

Eligibility may include:

- Meeting academic minimum standards set by the school