Visiting days should be according to the calendar of events.

6.3 Room Assignments and Responsibilities

Room assignments are managed by the administration/boarding manager based on:

- Age/grade level
- Gender considerations (where applicable)
- Safety and suitability
- Any medical needs (where declared)

Boarders' responsibilities include:

- Ensuring personal hygiene and cleanliness
- Proper storage of belongings
- Immediate reporting of damaged property
- Participating in room inspections

Repeated failure to follow room rules results in disciplinary action and/or reassignment.

7. Dress Code Policy

7.1 Uniform Guidelines and Expectations

Learners must wear the full academy uniform as issued/approved by the school:

- Correct school shirt/blouse
- Approved trousers/skirts
- School shoes
- Approved socks and belt (if applicable)

Uniform must be clean, neat, properly fitted, and worn correctly (no rolling of sleeves beyond permitted rules, no improper wear of belts/ties). Learners must have grooming standards aligned with school expectations (hair neatness, cleanliness).

7.2 Prohibited Attire

The following are not permitted:

- Clothing not matching uniform requirements (except when a special permit is issued)
- Excessive jewelry or accessories that violate school rules
- Offensive wording/imagery on clothing
- Any footwear that is unsafe for school activities
- Any attire that creates distraction or undermines learning discipline

7.3 Dress Code for Special Occasions

For events (sports day, ceremonies, assemblies), the administration will specify the required uniform/special attire in advance. Learners who miss uniform requirements due to illness or other valid reasons must submit justification to class teacher/administration.

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).