

The American School in London

Information and Communications Technology (ICT) Responsible Use Agreement Policy: *High School*

The current version of any policy, procedure, protocol or guideline is the version held on the ASL website. It is the responsibility of all employees to ensure that they are following the most up-to-date version.

Responsible party	Director of Technology
Approved by	Director of Safeguarding & Compliance
Approval date	February 2024
Next review date	August 2024

Information and Communication Technology (ICT) is the electronic means of capturing, processing, storing and communicating information. The primary purpose of ICT at the American School in London (ASL) is to support and enhance learning. Although limited personal use is authorized, the primary function of ASL's ICT resources is to support learning, consistent with the ethos and curriculum of ASL.

In using ASL ICT resources, I accept the following statements:

Respect and protect myself

- I will take responsibility for my actions when posting or viewing online information and images.

- I will use appropriate online etiquette and represent myself as an ASL ambassador.
- I will use my assigned school account(s) only and will use strong, secure and unique passwords.
- I will change the password to my school account(s) at least once a year.
- I will not reveal private information about myself with any online service or person.
- I will follow ASL procedures and behavior standards.
- I will not access inappropriate material.
- I will be responsible for backing up my data regularly.
- I will not use VPN (virtual private network) services to access the internet when I am at school and connected to the ASL network.

Respect and protect others

- I will not degrade or defame others.
- I will not reveal private or personal information of other individuals with any online service or person.
- I will obtain the permission of the individual(s) before sharing photographs, video or any information about them.
- I will obtain permission from individuals before sharing commonly created electronic data.
- I will not forward inappropriate materials or communications.
- I will not attempt to gain access to any parts of the network or to files and data that I am not authorized to use.

Respect and protect intellectual property

- I will follow copyright laws and fair-use guidelines.
- I will learn and use citation and proper attribution correctly.
- I will respect information owned by ASL.
- I will not install or distribute pirated software.
- I will use artificial intelligence (AI) tools ethically, responsibly, and in accordance with the Student Code of Conduct.

Respect and protect property

- I will take full responsibility for, and respectfully use, any digital resources available to me within ASL.
- I will report the abuse of digital resources to a school administrator.
- I will report security or network problems to a school administrator.

- I will not use ASL ICT resources for personal entertainment during instructional time in class.
- I will not use ASL ICT resources for commercial or personal financial gain.
- I will not use ASL ICT resources for transmission, use or storage of inappropriate material such as political propaganda, threats, personal abuse, obscene materials, spam, viruses or any other harmful files.

Personal technology

Students may bring personal technology to school for learning purposes. When using personal technology at ASL, all of the above conditions apply, in addition to the following:

- I will turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on my technology.
- I understand that security, care, connectivity and maintenance of my technology is my responsibility.
- I understand that I am fully responsible for my ICT resources while at school.
- I understand that ASL is not responsible for the loss, theft or damage of my ICT resources.
- I understand that all electronic communications on the ASL network, including school email and internet access, can be monitored when necessary.

The ASL network logs capture the username, site address visited, and timestamp for devices connected to the network. The logs are used to enforce our web-filtering rules for sites on allowed and blocked lists. ASL uses various web filtering and content monitoring platforms to scan students' school files and communications on G Suite as well as their internet activity for signs of serious issues.

The use of ICT at ASL is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Based upon the terms in this agreement, the Technology, Information, Literacy and Media (TILM) department in collaboration with the high school administration will determine inappropriate use. Student accounts may be closed at any time without warning if such use is determined. In addition, the ASL administration may request the system administrators to deny, revoke or suspend specific user accounts.