

The American School in London

Information and Communications Technology (ICT) Responsible Use Agreement Policy: *Lower 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.

K1-Grade 2 students

I will be respectful when using technology

This includes:

- Following my teachers' instructions
- Asking for permission before taking a photo or video of someone
- Creating things I am proud of and happy for others to see

I will be responsible when using technology

This includes:

- Using clean and gentle hands with technology, and keeping food and drink away from my devices
- Keeping my usernames and passwords private
- Going online with a teacher or adult permission

I will be kind when using technology

This includes:

- Sharing when working with a partner
- Using kind language in all of my digital messages
- Celebrating the work of my classmates

I will use technology with integrity

This includes:

- Letting people know when I use the words, pictures and ideas of others
- Working on the things that belong to me
- Telling an adult if I make a mistake while using technology

I will remember the courage to act when using technology

This includes:

- Speaking up when someone is making me or someone I know feel unsafe or uncomfortable online
- Asking for help if I'm unsure how to do something

Grade 3-4 students

I will be respectful when using technology

This includes:

- Following my teachers' instructions and using technology tools that support my learning
- Leaving device settings as I found them
- Asking for permission before recording someone or taking a photo
- Creating digital messages that I am proud of and happy for anyone to see

I will be responsible when using technology

This includes:

- Handling technology carefully and with clean hands, and keeping food and drink away from my devices
- Protecting my privacy and the privacy of my family and friends, including keeping usernames and passwords private
- Visiting web pages that are approved by a teacher or my adult
- Remembering my digital footprint

I will be kind when using technology

This includes:

- Sharing when working with a partner
- Using kind language in all of my digital messages
- Celebrating the work of my classmates and being open to the ideas of others

I will use technology with integrity

This includes:

- Giving credit for the words, pictures and ideas of others
- Working only on my own files, documents and accounts.
- Telling an adult if I make a mistake while using technology

I will remember the courage to act when using technology

This includes:

- Speaking up when someone is making me or someone I know feel unsafe or uncomfortable online

- Asking for help if I'm unsure how to do something