

The American School in London

Information and Communications Technology (ICT) Responsible Use Agreement Policy: Personnel

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	February 2025

Introduction

Information and Communication Technology (ICT) is the electronic means of capturing, processing, storing and communicating information. ICT equipment and facilities are constantly widening, and currently include, but are not limited to, fixed and mobile telephones, desktop and portable computers, tablets, voice messaging and recording systems, email, instant messaging, projection, wired and wireless networking and internet access, artificial intelligence (AI) tools, still- and video-image capture, printers and other devices, CCTV and ID badge security systems, and payment systems. These

technologies can stimulate discussion, promote creativity, enhance productivity and stimulate awareness of context to promote effective learning. All users should have an entitlement to safe access to the internet and digital technologies at all times.

The American School in London (ASL) provides access to ICT for the purpose of supporting and extending the educational process, engaging in collaborative work, and obtaining, creating and disseminating information. ASL wishes to encourage the growth of ICT skills among faculty, staff and students, and realizes that success with projects of personal as well as professional interest develops skills that will benefit the ASL community. The primary purpose of school hardware, software, and network services is to meet educational goals.

This agreement applies to all employees, contractors, substitute teachers, athletics coaches, casual workers, trustees, temps and volunteers who may be employed or engaged by the School to work on its behalf in any capacity, as well as prospective applicants. For the purposes of this document, this group of individuals is referred to by the term “ASL personnel.”

This responsible use agreement is intended to ensure:

- that ASL personnel will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use;
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- that staff, contractors and volunteers are protected from potential risk in their use of technology in their everyday work.

The School strives to ensure that ASL personnel have good access to digital technology to enhance their work and to promote student learning. In return, the School expects its employees and other personnel to be responsible users.

Terms of the Agreement

This agreement commits ASL personnel to the understanding that they must use school systems in a responsible way, and to ensure that there is no risk to their safety or to the safety and security of the systems and other users. Where possible, ASL personnel must educate the students in their care in the safe use of digital technology and embed online safety in their work with students. ASL personnel must understand that when using ASL-provided ICT services, they represent the School, and are accountable to the standards of the School in their communications, content and conduct. ASL personnel should understand that the rules set out in this agreement also apply to any equipment and resources, whether belonging to ASL or to the employee, within the school environment, and to the transfer of personal data in and out of the School.

Understandings and Commitments to Professional and Personal Safety

All ASL personnel are deemed to have agreed to the following understandings and commitments to professional and personal safety:

- I understand that the School reserves the right to monitor the use of all ASL issued hardware, systems, and any electronic activities within the school environment (email, telephones, laptop, desktop, network activity, etc.) and that this information can be retrieved at any time for reasons of security or as evidence in the event of a complaint or investigation, legal or otherwise;
- I will neither disclose my school username or password to anyone else, nor will I attempt to use any other person's username and password. I understand that I

should not write down or store a password without taking reasonable care to ensure that it is protected;

- I will change my school password immediately if I lose my laptop or smartphone and it is my responsibility to report it to the technology office;
- When at school and connected to the ASL network, I will not use VPN (virtual private network) services to access the internet;
- I understand that software and data piracy will not be tolerated at ASL;
- I will not use school ICT resources for any commercial or illegal purposes or in any way outside the boundaries of ASL's standards for [Safe Working Practices](#);
- I will not enter any confidential or personal information into generative AI tools;
- I will immediately report any illegal, inappropriate, or harmful material to my administrator.

I will be professional in my communications and actions when using school ICT systems:

- I will not engage in any activity that may compromise my professional responsibilities;
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission;
- I will ensure that when I take and/or publish images or videos of others, or use social networking sites, I will do so only within the boundaries of ASL's standards for [Safe Working Practices](#) and [Social Media Policy](#).
- On personal social media accounts, I will not declare, imply or indicate that my content or views are representative of those of the School.
- I follow school policies and guidelines when using children's images ([photos](#), [videos](#), [teleconferencing](#), and [recording lessons and meeting](#)).
- When I use personal devices in school (e.g., laptops, tablets, mobile phones, USB devices, etc.), I will follow the rules set out in this agreement, in the same way as if I was using ASL equipment;

- I will not open any hyperlinks in emails or any attachments to emails unless the source is known and trusted;
- I will use the ASL email system and mailing lists responsibly and professionally. ASL has a dedicated [Employee Advertisements](#) forum where employees may post items wanted or items for sale, events of interest, and recommended services. I will not use ASL mailing lists to advertise.
- I will ensure that my data is regularly backed up on a school-endorsed platform (i.e. Google Drive) or external hard drive;
- I will not attempt to upload, download or access any materials that are illegal (e.g., child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act), inappropriate or may cause harm or distress to others. I will not attempt to use any programs or software that might allow me to bypass the filtering and security systems in place to prevent access to such materials;
- 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; I will not interfere with any network administration, anti-virus, backup or logging programs on school-owned devices;
- I will not disable or cause any damage to school equipment, or the equipment belonging to others;
- I will report immediately any damage or faults involving equipment or software, however this may have occurred;
- I will transport, hold, disclose or share personal information about myself or others only in accordance with the [ASL Data Protection Policy](#);
- I understand that the UK Data Protection Act 2018 requires that any personal data to which I have access will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.

When using the internet in my professional capacity or for school-sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work;
- Where work is protected by copyright, I will not download or distribute copies (including music and videos) without prior written permission from the copyright holder;
- I will seek advice from divisional technology coordinators before asking students to create accounts for web services to ensure that identity protection measures are known and followed;
- I will use artificial intelligence (AI) tools ethically, responsibly, and in accordance with the AI policy;
- I will seek advice from divisional technology coordinators before publicly sharing ASL materials or student work online;
- I understand that this responsible use agreement applies not only to my work and use of school ICT equipment in school, but also to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the School;
- I understand that if I fail to comply with this responsible use agreement, I could be subject to disciplinary action. (Refer to the relevant sections in the teacher Employment Policies, Support Staff Manual, Student Handbook and other school publications for guidance.)

All ASL employees are deemed to have read and understood the above agreement, and to have agreed to use the ASL ICT resources and systems (both in and out of school) and their own devices (in school and when carrying out communications related to the School) within these guidelines. In addition, all ASL employees are deemed to have understood that this agreement is subject to change as technologies and UK laws develop and change.