International School of London

Appropriate Use Policy for Staff

Date reviewed:
August 2025

Date to be reviewed:
August 2026

Mission statement

Since 1972, we have established a welcoming and inclusive community. Our diverse cultures and languages drive all our learning experiences.

We nurture creativity and curiosity to stimulate deep thinking. We foster insight, compassion and resilience to enable us to play a meaningful part in a changing world.

Vision statement

We celebrate our stories, our worth and our purpose to make a difference in a shared world

At the International School of London, we believe in:

Empowering students to maximise their learning opportunities and to fulfil their potential.

Actively integrating cultural diversity in the curriculum.

Creating inclusive, vibrant and innovative learning communities.

Offering a diverse and extensive international programme that supports personal, social and professional growth.

The use of digital technology as a tool for learning and teaching is highly valued at ISL London.

These technologies have become integral to the lives of our staff and students, and can stimulate discussion, promote creativity and raise awareness of context to promote effective learning.

All users at ISL London are expected to champion an awareness of eSafety, and to understand that digital technologies require appropriate use.

The computer equipment and network systems at ISL London are meant to enhance the learning of the students and improve the efficiency of the organisation. Those using school owned or personal electronic devices must do so in ways appropriate to the school community. The general principles of honesty and respect for others apply in the use of digital technologies, as in so many other areas of conduct.

All members of the community who use the school's digital technologies or network infrastructure agree to abide by the following rules:

- No one, without permission, may tamper with the disks, files, or settings of school computers or mobile devices. Cables and connections must not be altered, and operating system settings may not be changed.
- Data can only be stored on school approved platforms such as SharePoint and Managebac. It is not permitted to use personal cloud systems to store school data.
- Any form of portable media, including USB sticks and external hard drives are strictly prohibited.
- No one may use the school's network to knowingly transmit destructive software (e.g. computer viruses, Trojan horses etc.).

- Email or social media messages of an offensive or disrespectful nature may not be sent by anyone at our school. Language, in all forms of digital communication, which steps beyond the bounds of civility is unacceptable.
- Computers and mobile devices used at school may not be used in a dishonest way. This includes using others' passwords and/or login names.
- Personal mobile phones or devices must not be used for taking pictures of students.
- School computers should be treated with care, and when returned to the laptop cabinet they should be plugged in and charged in preparation for the next user.
- The source for downloaded images or text used within school projects or presentations must be properly cited, and staff should encourage and promote this good practice where necessary.
- Staff must not put themselves, their colleagues, or their school at risk by identifying themselves or sharing their email addresses, home addresses, location or personal information to unknown parties.
- The downloading, sharing, or display of potentially offensive or obscene material is forbidden.
- Staff are asked to ensure students have returned a signed *BYOD Laptop Agreement for Students to* the school before bringing their personal laptops into classes.

Appropriate Use Agreement

In all instances where a violation of the above guidelines is deemed to have taken place, the Disciplinary Procedures outlined in point 16 of the ISL Staff Employment Contract will be applicable. Please sign and return a copy to the Front Office.

I agree to abide by these rules.	Name:
Signed:	Date:

At ISL London, Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.