The American School in London

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

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.

The purpose of providing access to technology

ASL provides access to technology for educational purposes that support the school's mission, curriculum and instructional goals. Personal technology devices are bound by

these rules whenever they are used on campus. Students are expected to use good judgment when working in areas not covered explicitly by the rules.

Equipment

- Do not eat or drink near computer equipment.
- Do not damage, disable, or otherwise harm the operation of school computers or the network. This includes attempting to gain administrative access to computers.
- Do not waste resources, particularly printer toner and paper.
- Applications and the macOS are managed by ASL; when notified of an available update, users should do so in a timely manner.
- Playing games, messaging, accessing social networking sites, and watching entertainment videos are not allowed during the school day unless associated with a class and permission is given by a teacher.
- 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

Mobile phones and personal technology during school hours

- Only make calls and send messages on mobile phones/devices outside of school hours.
- During school hours, use technology (phones, computers, cameras, tablets, watches, headphones, etc.) for educational purposes only and with teacher permission.
- During school hours, phones must remain in your locker unless a teacher has given specific permission to use them for educational purposes.
- To support the use of technology in school for educational purposes only, ask your parents/guardians not to text your personal phone or device during the school day. Ask your parents/guardians to contact the MS Office or grade-level aide if they would like to get a message to you during school hours.

Safety and privacy

- Technology is not to be used for bullying, labeling, harassment or hurtful behavior.
- Do not share your password with anyone other than your parents/guardians.
- Do not access password-protected accounts of other people, even if they have inadvertently left their accounts open.
- Ask permission before recording someone (audio, video, or still images).
- Before posting photos or videos online that include other people, students must ask permission from those people.

Internet

- Do not use the Internet to view, download, send, or print materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people inside and outside of the School. This includes abiding by copyright laws on music, videos, software, and intellectual materials.
- Only use generative AI tools within the guidelines set forth in each class. When in doubt, check with your teacher.

Email

- Proper etiquette should always be followed: include a subject, use a salutation, write in complete sentences, and check spelling before sending.
- Junk mail or chain letters should not be forwarded.

Non–compliance with this Responsible Internet Use Policy is a serious breach of trust within the ASL community and will be treated as a disciplinary matter.