

ICT Acceptable Use Policy (for Staff)

King's College London
Mathematics School

Monitoring and review of this policy and the agreement

Action	Name	Date	Role
Written	Dan Abramson	29.03.16	Head Teacher
Reviewed	Obehi Orukpe	30.08.24	Assistant Head PDBW

Statement of Aims

New technologies have become integral to schools for both teaching and non-teaching staff and students. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. King's College London Mathematics School (hereafter, KCLMS) is committed to safe and appropriate internet use at all times for staff and students.

This Acceptable Use Policy is intended to ensure

- that staff will be responsible users maintaining their professional duties while using the internet and other communications technologies for educational, professional and personal use.
- that KCLMS ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

KCLMS will ensure that staff have good access to ICT to enhance their teaching and will, in return, expect staff to agree to be responsible users.

All staff must confirm that they have read the Acceptable Use Agreement and sign it through CPOMS.

Acceptable Use Agreement: to be read and signed

I understand that I must use KCLMS ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that KCLMS will monitor my use of the ICT systems, email and other digital communications.
- I will keep my username and password private – I will not share it, nor will I try to use any other person's username and password.
- I will immediately report any unpleasant or inappropriate material or messages to the Assistant Head PDBW.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the KCLMS ICT systems are primarily intended for educational and professional use and that I may only use the systems for personal reasons where this does not interfere with or lessen my work and does not conflict with other aspects of this code of practice.
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

King's College London Mathematics School: ICT Acceptable Use Policy (for Staff).
This version is in use from 1 September 2024

- I will not use the KCLMS ICT systems for on-line gambling or for accessing inappropriate sites including sites which may be considered to promote extremist views in opposition to the promotion of Fundamental British Values.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not remove or otherwise alter any other user's files, without the owner's knowledge and permission or without a professional reason.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language through electronic communication.
- I will not take or distribute images or sound recordings of anyone without their permission.

I recognise that KCLMS has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of KCLMS:

- I understand that, if I do use my own devices (including USBs, external hard drives or mobile phones) in KCLMS I will follow the rules set out in this agreement, in the same way as if I was using KCLMS equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass any school filtering / security systems in place to prevent access to such materials including through tethering, for example to a 3G/4G network.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes on a machine, or store programmes on a computer which do not have educational or professional value, nor will I try to alter computer settings unless I have permission from the Head Teacher to do so.

When using the internet for research, I recognise that:

- I should 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 try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and the impact this may have on students.

I understand that I must act appropriately when using Artificial Intelligence (AI) platforms such as ChatGPT in my work:

- When I am using AI it must only be used as an advanced tool for learning or research, and not as a production tool, always checking its results thoroughly for errors such as hallucinations and fabricated references.
- If relevant, I will model good practice use of AI to students and hold them accountable to the student version of this policy in my expectations of them.
- I understand that KCLMS expects staff to uphold the highest standards of integrity in all of the work that they complete, and if in doubt about the appropriate way to use AI I will consult with my line manager.

I understand that I am responsible for my actions, both in and out of KCLMS:

- I understand that KCLMS also has the right to take disciplinary action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am outside of KCLMS and where they involve my membership of the KCLMS community. Examples would be use of images or personal information that may be construed as offensive to another member of the KCLMS community or the involvement in the promotion of extremist ideas which are counter to Fundamental British Values.
- I understand I will not add an existing student, parent/carer to join my circle of "Friends" via social media including Facebook, Snapchat, Instagram, Twitter or other.
- Any communication with students who have recently left the school (Year 14) should remain professional and should be via my work email address or a careers-focused site such as LinkedIn.
- If I leave KCLMS, I will have at least 3 months of KCL email address following the end of my contracted time, and I will continue to use this email address for any student or parent/carer contact that is required.
- I understand the Head Teacher's recommendation to refrain from social media contact with both former and current students for a period of 12 months following the end of my contract with KCLMS.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the KCLMS network / internet, formal disciplinary procedures and, in the event of illegal activities, involvement of the police.

I understand the specific guidance relating to the use of my personal equipment (e.g. laptop, tablet, mobile phones, cameras etc) at KCLMS:

I have read and understand the above and agree to follow these guidelines when:

- I use the KCLMS ICT systems and equipment (both in and out of KCLMS)
- I use my own equipment in KCLMS e.g. laptop, tablet, mobile phones, cameras, etc.
- I use my own equipment outside of KCLMS in a way that is related to me being a member of KCLMS e.g. communicating with other members of KCLMS, accessing KCLMS mail, the KCLMS website etc.

By confirming that I have read this Agreement on CPOMS I confirm that understand and accept the expectations set out above.