

## KCLMS ICT Acceptable Use Guidelines (Student)

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. The KCLMS ICT system, which is managed by KCL and is a part of the KCL IT system, is for the use of KCLMS authorised users only. Individuals using this computer system without authority, or in excess of their authority are subject to having all of their activities on this system monitored and recorded.

King's College London has a statutory duty, under the Counter Terrorism and Security Act 2015, termed 'PREVENT'. The purpose of this duty is to aid the process of preventing people being drawn into terrorism. You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, defamatory, threatening, discriminatory or extremist. The University reserves the right to block or monitor access to such material.

Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, or activity contrary to the PREVENT statement above, system personnel may provide the evidence of such monitoring to law enforcement officials.

I understand and agree to follow the guidelines below when:

- I use the KCLMS ICT network and equipment (both in and out of KCLMS)
- I use my own equipment in KCLMS (when allowed) 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, using KCL email, the KCLMS website etc.

For my own personal safety:

- I understand that KCLMS will monitor my use of the ICT systems, email and other digital communications if a concern arises regarding the inappropriate use of digital technology
- 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 not disclose or share personal information about others when on-line (names, addresses, email addresses, telephone numbers, age, gender, financial details, relationship history etc) and will only share personal information about myself when dealing with agencies that are known to the school and trusted. If in doubt, I will ask a KCLMS member of staff before sharing any personal information about myself.
- If I arrange to meet people off-line that I have communicated with on-line regarding a school related activity, I will do so in a public place and take an adult with me where appropriate, informing my tutor or Lead Teacher of the meeting.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that the KCLMS ICT networks are primarily intended for educational use and that I will not use the systems inappropriately. In particular:

- 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.
- I will not use the KCLMS ICT systems for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless it is during my recreational time.

- 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.

If the school moves into a phase of remote learning, or uses Microsoft Teams or any other platform during the face-to-face running of the school:

- I will not record or capture any video or images (e.g screenshots) during a meeting without permission
- I will have my camera turned on during lessons and will use a false background to protect my privacy if anywhere other than inside the school building
- I will use software as instructed by staff at KCLMS, and if making an account for something school related use my KCLMS email address

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

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others through digital media (including social media networks such as WhatsApp, Instagram and Snapchat). I will not use aggressive or inappropriate language and I will appreciate that others may have different opinions. I will not disparage the opinions of others.
- I will not share personal information about other members of the KCLMS community without their explicit consent.
- 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 will only use my personal hand held / external devices (mobile phones / USB devices etc) during a lesson if I have permission. I understand that, if I do use my own devices 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.
- I will not try to bypass any school filtering / security systems in place to prevent access to inappropriate materials, for example through tethering to a 3G/4G network
- I will immediately report any damage or faults involving KCLMS equipment or software, however this may have happened.
- When using a KCLMS computer, 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.
- When using a KCLMS computer, I will only install such programmes and change such computer settings as are permitted (for example, Java) to be installed by a user with no administrator privileges. If in doubt, I will ask a KCLMS member of staff before installing software or changing computer settings.
- I will immediately report any discrepancies in the permissions and security of any files or folders I come across that I should not have the ability to access. I will not open any files or folders that I should not have the ability to access and will make the relevant management aware of any files or folders I have opened mistakenly.

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 may even be a deliberate attempt to mislead me.

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 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, on-line group conversations which members of the KCLMS community find offensive or not in line with the values of the school, cyberbullying or the involvement in the promotion of extremist ideas which are counter to Fundamental British Values.
- 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, detentions or suspensions, contact with parents / carers, expulsion (in the event of systematic or persistent cyber-bullying) and, in the event of illegal activities, involvement of the police.

By signing at the relevant point in the enrolment form, I confirm that I understand and accept the expectations set out above.