

# HALCYON

## LONDON INTERNATIONAL SCHOOL

An exceptional education that draws out the unique potential of each student

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## Acceptable Use of Digital Technologies

The Acceptable Use of Digital Technologies Policy is a component of the Halcyon Staff Handbook and is reproduced here.

### 1. Shared understandings

Halcyon is committed to a safe and productive digital learning environment. The School has the following **shared understandings** about the use of digital technologies:

1. Halcyon requires students to have an iPad and/or laptop, which is/are the property and responsibility of the parent and user
2. Halcyon provides staff with an iPad and laptop, both of which are the property of Halcyon and the responsibility of the user, and both of which should have protective covers at all times.
3. Halcyon provides certain staff with a phone, which is the property of Halcyon and the responsibility of the user, and which should have a protective cover and screen protector at all times.
4. Halcyon provides an Internet service solely for educational purposes
5. Access to the Internet is a privilege not a right
6. Users are responsible for their digital behavior
7. Users are responsible for their digital devices, including all the content
8. Halcyon iTunes U courses, and the @halcyonschool.com Google suite of applications, are the intellectual property of Halcyon London International School
9. Users are allowed to connect to the Internet using other, personal, devices
10. All members of the School's community will promote and model safe, responsible digital citizenship
11. Users will, at all times, respect
  - a. data protection laws
  - b. copyright and intellectual property rights
  - c. age-restrictions applied to websites or online resources.



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## 2. Acceptable Use Policy (AUP) - Staff

Staff use of Halcyon London International School digital resources (digital devices and Halcyon Internet services) is bound by the following terms:

Staff will

1. use Halcyon London International School's equipment for Halcyon London International School teaching and/or learning and other lawful, appropriate activities.
2. use electronic resources in a way that reflects a professional duty of care for the community at Halcyon London International School.
3. respect security protocols and procedures, and will not disclose passwords or security information to anyone other than a technology leader at the school.
4. report immediately any activity that may concern student safety to an appropriate person within the Halcyon London International School such as the Designated Safeguarding Lead, Digital Leader or SLT Member.
5. ensure communications within the Halcyon London international community are respectful.
6. ensure data relating to Halcyon London International School is kept secure, and report any breach of data security.
7. model and promote digital citizenship within Halcyon London International School Community.
8. respect copyright and intellectual 'property' rights
9. have a password-protected (preferably with 2FA enabled) @halcyonschool.com Google account
10. use an @halcyonschool.com iTunes U account

Staff understand that Halcyon London International School may monitor the use of electronic resources to ensure compliance with this agreement. Staff acknowledge that Halcyon London International School has a right to intercept and monitor email, delete inappropriate materials and ultimately suspend an account if unauthorized or unlawful activity is taking place.

## 3. Internet Publishing

Published information released in Halcyon's name must have relevance to normal professional activities. Where personal views are expressed a disclaimer stating that this is



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the case should be clearly added to all correspondence. Halcyon's intellectual property right and copyright must not be compromised when publishing on the internet. The publication of any material, and use the Halcyon name, should be authorised by the Communications & Marketing Coordinator and the Director.

The use of material reasonably considered to be offensive, or the access and/or distribution of any kind of offensive material, leaves an individual liable to disciplinary action, which could lead to dismissal.

Staff are permitted to use the internet for personal use but this should be kept to a minimum, should be appropriate and should not impact on the working day.

#### 4. Email

Staff have @halcyonschool.com email accounts, available for the communication of matters directly concerned with the legitimate business of Halcyon. Employees should:

- a. fully comply with Halcyon's acceptable use policy
- a. fully comply with Halcyon's communication protocols
- b. ensure confidential emails are distributed and protected appropriately
- c. not circulate defamatory information, either within Halcyon or to
  - i. external users
- d. not offer or sign any contract transmitted by email.

Halcyon will not tolerate the use of the email system for unofficial or inappropriate purposes, including:

- e. any messages that could constitute bullying, harassment or other detriment;
- f. personal use (e.g. social invitations, personal messages, chain letters or other private matters);
- g. on-line gambling;
- h. accessing or transmitting pornography;
- i. transmitting copyright information and/or any software available to the user; or
- j. posting confidential information about other employees, Halcyon or other students, their families or suppliers.



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Unauthorised or inappropriate use of the email system may result in disciplinary action which could include summary dismissal.

### 5. Monitoring Email and Internet

The School reserves the right to monitor all email/internet activity by staff for the purposes of ensuring compliance with the School's policies and procedures, and of ensuring compliance with the relevant regulatory requirements. This includes monitoring of any additional accounts you may be requested to set up for the purposes of performing your work tasks, which are subject to the same rules as your work email account.

Staff consent to the monitoring of their internet use, email and Google applications. Information acquired through such monitoring may be used as evidence in disciplinary proceedings.

### 6. Social Media

Any issue or material that could identify the School or anyone affiliated with the School including parents, students, staff, volunteers and friends of the School, must always comply with the Halcyon Acceptable Use Policies.

Work-related matters must not be placed on social media at any time either during or outside of working hours without the prior permission of the Director.

Staff may not open, or use, social media accounts in the Halcyon name without prior approval from the Director.

### 7. Virus Protection

Staff should take all reasonable precautions to ensure that their Halcyon devices are not compromised by a virus. This expressly includes the prohibition of unauthorised (or pirated or unofficial) applications or software from any source.



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### 8. New Applications/Software

In order to ensure the effective use of Halcyon's iPads, laptops, and any other digital equipment, the following applies:

1. before general, shared school use, the introduction of new applications and/or software must first be checked and authorised by the Digital Learning Leader.
2. Only software that supports Halcyon's educational business may be used.
3. Unauthorised access to the school server will result in disciplinary action.
4. Unauthorised copying and/or removal of applications/software will result in disciplinary action.
5. Any third party services used to store or process data (eg: cloud computing services) must be evaluated to ensure compliance with the Data Protection Act.

### 9. Halcyon Property and Copyright

All written material, whether held on paper, electronically or magnetically which was made or acquired by staff during the course of their employment with the School, is the School's property and, where appropriate, the School's copyright. At the time of termination of a staff member's employment with the School, or at any other time upon demand, staff shall return to the School any such material in their possession.

