



INTERNATIONAL SCHOOL OF OUAGADOUGOU ICT ACCEPTABLE USE POLICY

Policy Context

ISO Information technologies and resources are essential tools used effectively to support learning and creativity. They also bring opportunities for staff to be more efficient and productive in their work. All ISO users should have an entitlement to good, safe access to ISO ICT and the internet. This ICT Acceptable Use Policy is intended to ensure that:

- ✓ Staff, and authorized users stay safe while using ISO information technologies for educational and personal use.
- ✓ ISO ICT systems and users are protected from deliberate misuse that could put the security of systems and users at risk.
- ✓ Staff are protected from potential risk from the use of ICT in their everyday work to ensure that students in their care are safe users.

ICT Acceptable Use Policy Agreement

I understand that I must use ISO school ICT systems in a responsible way, to ensure that there is no risk to my safety, security of the ICT systems, ISO, students under my supervision, and other users.

Keeping Safe

- ✓ I am aware that ISO will monitor my use of the ICT systems, email and other digital communications.
- ✓ I will only use assigned username and passwords which I will protect from compromise.
- ✓ I will not use any other person's username and password.
- ✓ I will not engage in any on-line activity that may compromise my professional responsibilities, the reputation of ISO, or its members.
- ✓ I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when it is deemed necessary that I am required by law or by ISO school policy to disclose it to an appropriate person, or authority.
- ✓ I will only transport, hold, disclose or share personal information about myself or others as outlined in ISO ICT policy. I will not send ISO privileged information, or Personally Identifiable Information by public e-mail or communication medium.
- ✓ Where personal data is transferred outside ISO school network, it must be protected.
- ✓ I will not try to bypass the filtering and security systems in place.
- ✓ I will only use my authorized personal ICT devices in school for permissible activities, and I will ensure that such devices are protected and are free from malware.
- ✓ I will educate young people on how to use ICT technologies safely according to the school teaching programme.

I will take immediate action in line with school policy if an issue arises in school that might compromise a student, school safety, or if a child reports any concerns.

Communicating

- ✓ I will only email staff, students, parents, and guardians using ISO ICT systems. Any such communication will be professional in tone and manner.
- ✓ I am aware that any such communication could be forwarded by a recipient to third parties.
- ✓ I will not use personal email for official ISO communication.



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Research and Recreation

- ✓ I will not upload, download or access materials which are illegal (such as child abuse images, criminally racist material, adult inappropriate content, and other contents covered by the (United States Obscene Publications Act, Local laws, ISO policies) or inappropriate material that may cause harm or distress to others.
- ✓ I will not (unless I have permission) make large downloads or uploads that might take up large internet bandwidth capacity. I know that all school ICT is primarily intended for educational use, and when using ISO ICT systems for personal or recreational use, to do so appropriately.

Sharing

- ✓ I will not access, copy, remove or otherwise alter other user's files without their permission.
- ✓ Where work is protected by copyright, I will not download or distribute copies (including music and videos, and text documents).
- ✓ I will only take, forward, email, or transfer images, video of pupils and staff where it relates to agreed learning, teaching, ISO social or official activities; always ensuring that I follow school policy where applicable.
- ✓ I will not use my personal equipment to record images/video of students for internet publication unless ISO policy allows it.
- ✓ I will not keep images and videos of students stored on my personal equipment unless I have permission to do so. If this is the case I will ensure that these images cannot be accessed or copied by anyone else, or used for any non-permissible purpose.
- ✓ Where these images are published (e.g. on the school website) I will ensure it is not possible to identify the people who are featured by name or other personal information.

Problems

- ✓ I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the ICT staff.
- ✓ I will not try to alter computer settings, unless this is allowed in school policies.
- ✓ I will not cause damage to ISO ICT equipment.
- ✓ I will immediately report any damage or faults involving equipment or software, however this may have happened.

Google for Education Cloud Services Notice

At ISO we use **Google for Education** services and we are seeking your permission to provide and manage a Google for Education account for you under ISO. **Google for Education** is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, Google Voice, Chat, Print and more used by tens of millions of students and teachers around the world. At ISO faculty use their Google for Education accounts to communicate, collaborate, and facilitate learning.

- The Google notice hyperlink below provide answers to common questions about what Google can and cannot do with your personal information.
- Using their Google for Education accounts, Faculty, Teachers, and Staff may access and use the following “**Core Services**” offered by Google described at: https://gsuite.google.com/terms/user_features.html



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Please read, then sign below to indicate that you acknowledge and consent. If you don't provide your consent, we will not create a Google for Education account for you. ISO advises that not providing consent to use Google services will impact and restrict access to ICT resources available for communication and collaboration with peers, faculty and staff, parents, and students.

I understand that this policy is in place to enable me to use ISO ICT safely, and not following this policy may subject me to disciplinary action. I agree to use ISO ICT in compliance with this policy when:

- ✓ I use ISO ICT systems at school or at home.
- ✓ I use my own ICT (when allowed) in school, or on ISO network.
- ✓ I use my own device to access ISO Google cloud services, or for activities relating to my employment by ISO.

Teacher/Staff Name:

Signature:

Date