Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.
Purpose This policy outlines the responsible and effective use of Artificial Intelligence (AI) technologies within the International Community School (ICS). It aims to ensure that AI tools and systems are utilized ethically, transparently, and in alignment with ICS's values and objectives to enhance teaching, learning, and administrative processes.

Overview
This policy and the procedures that it underpins apply to all children and staff, including senior managers and the board of trustees, paid staff, volunteers, agency staff and anyone working on behalf of ICS.

- To protect children and young people who receive ICS's services and who make use of information technology (such as mobile phones, games consoles and the Internet) as part of their involvement with us.

- To provide staff and volunteers with the overarching principles that guide us approach to e-safety.
- To ensure that, as an organization, we operate in line with our values and within the law in terms of how we use information technology.

Any breach of this policy will lead to disciplinary action.

Aims

Ensure that students benefit from all learning opportunities offered by the computing and internet resources provided by the school in a safe and controlled manner.

- To give students clear guidance on safe and acceptable use of these resources.
- Make students aware that Internet use in school is a resource. If the resource is abused, then access will be denied.

At ICS we will develop the learning environment to provide a range of ICT opportunities and tools. This will empower our children to make relevant and safe choices and be flexible as they develop their personalized learning in line with our school's vision.

General

- Virus protection software is used and updated on a regular basis.
- The ICT Leader is the appointed member of staff responsible for e-safety.

Students' Access to the Internet

ICS use a 'filtered' Internet Service, which will minimize the chances of students encountering undesirable material. ICS will normally only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to students, the expectations we have of students.

Teachers will have access to students' screens and other Internet related files and will check these on a regular basis to ensure expectations of behavior are being met.

Expectations of students using the Internet

- All students are expected to read and agree to the E-safety Agreement.
- At ICS, we expect all students to be responsible for their own behavior on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Students using the Internet are expected not to deliberately seek out offensive materials. Should any students encounter any such material accidentally, they are expected to report it immediately to a teacher.

- Students are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters.
- Students must ask permission before accessing the Internet.
- Students will not access social networking sites unless expressly permitted by the school or as a part of specific learning activity.
- Students should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No applications may be downloaded to the school's computers from the Internet or brought in on portable media from home for use in school
- School work completed at home may be brought in on portable media, but this must be virus scanned by the class teacher before use.
- Personal printing is not allowed on the school network.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- The school encourages the use of anti-virus software on machines used at home.
- Students consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

School Website

- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- The publications of children's work will be decided by a teacher.
- The school will endeavor to use digital photographs, audio or video clips focusing on group activities. Photographs and video focusing on individual children will not be published on the school website without parental permission.
- The school website will avoid publishing the full names of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use students' names in image file names if published on the web.

Personal Devices

Students may only use their own technology in school as part of a pre-arranged educational activity, with permission from a member of staff and authorized by the ICT Leader.

Inappropriate use is in direct breach of ICS's Acceptable Use and Mobile Phone policy.

Sanctions

Persistent misuse of the internet by students will result in reduced access to the Internet.

Misuse of other technologies will result in a complete ban and/or confiscation. Both of these actions will take place for a set period of time agreed by the principal. Parents will always be notified. No

application or services accessed by students or their parents may be used to bring the school or its members into disrepute.

All users have a responsibility to report any known misuses of technology, including the unacceptable behaviors of others.

Linked Policies

This Acceptable Use of IT Policy is interconnected with several other ICS and ADEK policies, which collectively ensure a comprehensive approach to student education and school operations. These linked policies include:

- Behavior Code
- Child Protection
- E-safety
- E-safety agreement
- Mobile Phone Policy