Employees ICT Services Policy

Purpose:	The purpose of this policy is to manage the appropriate use of information, communication and technology services by students and employees at school.
Scope:	All employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.
Status:	Approved
Authorised by: The Principal	**Date of Authorisation:** 1 Feb 2018
Review Date: Annually	**Next Review Date:** 23 Jan 2019
Policy Owner:	IT Department

Policy Statement

All staff members at AIIC have the right and responsibility to utilise ICT services as essential teaching, and business tools. AIIC expects this technology to be utilised to its full capacity to provide the most valuable and professional business environment to the benefit of all. AIIC also expects all employees to demonstrate acceptable use via safe, lawful and ethical behaviour whenever using ICT services.

This Policy applies to the management of all types of ICT services, as defined in the "Definitions" section below. This Policy also applies on the school premises, as well as during school activities, such as excursions, camps and extra-curricular activities whenever AIIC ICT services are utilised.

AIIC reserves the right to restrict employee access to ICT services if access and usage requirements are not met or are breached. However, restricted access will not disrupt the provision of the educational program within the school. Employees should also note that breaches of this Policy may result in disciplinary action or criminal proceedings.

Policy

School Devices

- Teacher laptops may be subject to a software security check
- Any items lent to teacher from the IT department must be cared for at all times by the borrowing teacher
- Items borrowed from the IT department must be returned to the IT department on the due date stated, and must be returned by 4:00pm
- Teachers can only borrow IT equipment from the IT room, not from another teacher
- School laptops are for student use only
- Teachers are encouraged to purchase their own laptop through the school via salary sacrifice

- In the event of IT equipment being lost, or stolen from the teacher, the school administration will determine the course of action to be taken. This may involve the teacher paying a portion, or all of the replacement cost
- Teachers must inspect the borrowed IT equipment before use
- Any damage or faults revealed in the inspection should be reported to IT

Personal Devices

- Any personal device brought to school must have security software installed before connecting to AIIC's network
- Every reasonable effort must be made to ensure that any sensitive school information on any personal device is kept securely
- Installed security software on any personal device must be up to date at all times whilst on AIIC's network
- The IT department reserves the right to perform security checks on any devices connected to the AIIC's network without prior warning, if it is suspected of interfering with the network
- Any personal device found to be interfering with the network will be immediately booted from the network
- Any previously booted device must pass a security check by the IT department before being allowed network access again
- AIIC accepts no responsibility for the loss of theft of personal devices

Software

- Teachers must ask the IT department before installing any new programs on any AIIC machine
- Teachers are not permitted to download new software without the consent of the IT department
- Teachers may not change any computer settings that require administration access
- If a teacher would like a particular site unblocked by the internet filter, they must send an email to the IT department with the exact site link. The site will be reviewed and unblocked, if it is deemed educational

Definitions

- **ICT** – means information, communication and technology

- **ICT services** – includes but is not limited to ICT networks, systems, facilities and devices, as defined below and includes those owned, leased or otherwise used by the school

- **ICT facilities and devices** – includes but is not limited to computers (including desktops, laptops, netbooks, palm and handheld devices, PDAs, , tablets, eBook readers

and related devices such as monitors, keyboards and mice), telephones (including mobiles, iPhones and smart phones), removable media (such as USBs, DVDs, Blu-ray and CDs), radios or other high frequency communication devices (including microphones), television sets, digital or analogue players and records (including DVD, Blu-Ray and video), cameras, photocopiers, facsimile machines, printers (and other imaging equipment such as scanners), Smartboards, projectors and screens, teleconferencing devices

- **ICT network and systems** – electronic networks, internet, email, web mail, social media, fee-based web services, software, servers

- **Personal electronic devices** – includes all types of mobile and smart phones, laptops, tablets, cameras and video recorders, hand-held game devices, music devices, USBs, PDAs, eBook readers, other palm and handheld devices and other equipment, as determined by the school, and owned by students

Responsibilities

School Responsibilities

AIIC acknowledges its responsibility to:

- Develop and implement this Policy to ensure the full utilisation of ICT services as essential teaching, learning and business tools within acceptable use parameters
- Communicate this Policy to all staff members
- Keep appropriate records, monitor and report on any issues related to inappropriate ICT services
- Encourage students, parents and employees to contribute to a healthy school culture

Employee Responsibilities

At AIIC employees have a responsibility to:

- Uphold the school's Policy on this issue via their own safe, lawful and ethical use of ICT services
- Provide guidance and model appropriate behaviour for use of ICT services in the classroom,
- Take reasonable steps to prevent and appropriately respond to any instances of inappropriate use by students of ICT services.