

ICT SERVICES POLICY:

STAFF



PURPOSE

The purpose of this policy is to manage the appropriate use of information, communication and technology services by employees at the College

SCOPE

This policy applies to the Australian International Islamic College Board, all officers, all paid and volunteer staff and visitors to the College, including prac students.

RESPONSIBILITY

ICT Department

POINT OF CONTACT

ICT Services

Approved By: College Board

Contact: Principal

Date Approved: May 2020

Status: Approved

Reviewed | Bi-annually

Next Review Due: April 2022

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed.

PREFACE

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 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.

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 smart watches, 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

SCHOOL DEVICES

- Teachers are provided with a laptop from AIIC. The laptop remains the property of AIIC.
- Teacher laptops may be subject to a software security check.
- Any items loaned to teachers from the IT department must be cared for at all times by the borrowing teacher.
- Items borrowed from the ICT department must be returned to the department on the due date stated.
- Teachers can only borrow IT equipment from the IT room, not from another teacher.
- School laptops are for student use only
- 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
- Staff have a responsibility to report faults or damage as soon as is practical.

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 ICT 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 have the express permission of the ICT department before installing any new programs on any AIIC machine
- Teachers are not permitted to download new software without the consent of the ICT 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

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

Staff Responsibilities

AIIC expects that staff take responsibility to:

- Understand and implement the ICT Services Policy and all other related policies in all matters
- Use College property for its intended purposes only
- Report any damage to ICT property or services as soon as is practical
- Model and encourage the safe and responsible use of ICT services and property.