

## AIIC ICT SERVICES POLICY



### PURPOSE

The purpose of this policy is to manage the appropriate use of information, communication, and technology services by college employees, students, and all other users of AIIC's ICT services and property.

### SCOPE

This policy applies to the Australian International Islamic College Board, all officers, all paid and volunteer staff, College visitors including practicum students, AIIC students and all persons that use AIIC's ICT services and property.

| POINT OF CONTACT  | RESPONSIBILITY  |
|---|---|
| ICT Services  | ICT Department  |
| Approved By: College Board<br>Contact: ICT Coordinator<br>Date Approved: June 2022  | Status: <b>Approved/Review</b><br>Reviewed   Bi-annually<br>Next Review Due: January 2023 |
| This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed. |   |
| Version 22.6  |   |

### 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 for the benefit of all. AIIC also expects all employees to demonstrate acceptable use via safe, lawful, and ethical behaviour whenever using ICT services and property.

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, data 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.

## COLLEGE PROVIDED DEVICES

### STAFF DEVICES & EQUIPMENT

- Teaching staff that are provided with a laptop from AIIC must note that the laptop remains the property of AIIC.
- To ensure business continuity, the college aims to keep staff laptops up to date by replacing its laptop fleet every 4 years.
- 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.
- College provided laptops are to be used for college approved purposes only.
- Personal laptops are not allowed for AIIC work and/or related use.
- In the event of ICT 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 the whole replacement cost of the equipment.
- Staff have a responsibility to report faults or damage as soon as it is practical.

## STUDENT DEVICES & EQUIPMENT

- Students that are provided with a device must note that the device remains the property of AIIC.
- To ensure business continuity, the college aims to keep student devices up to date by replacing its fleet every 4 years.
- Classes that are provided laptops will also be issued a device charging cabinet/station. Where appropriate, it is the Teacher's responsibility to appoint a student to be the device charging monitor. This role is tasked with carefully putting the devices on charge and ensure that the cables are tucked in neatly before closing the cabinet/station doors.
- For younger classes E.g., Prep, Year 1 and Year 2, the teacher or teacher aide is responsible for ensuring that the devices are carefully put on charge and that the cables are tucked in neatly before closing the cabinet/station doors.
- In the event of ICT equipment being lost or damaged by the student, the school administration will determine the course of action to be taken. This will involve an investigation by the college and may involve the student's parent/s or guardian/s paying a portion, or the whole replacement cost for the equipment.

## **STUDENT BYOD & 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 college information on any personal device is kept securely
- Installed security software on any personal device must be always up to date whilst on AIIC's network
- The ICT department reserves the right to perform security checks on any devices (personal or college provided) that are connected to the AIIC's network without warning, if it is suspected of interfering with the network
- Any personal device found to be interfering with the network or circumventing the firewall (using VPNs, Proxy websites etc) will be immediately disconnected and blacklisted from the network.
- Blacklisted devices will undergo an investigation and will remain banned from the network for 3 days from the first offence. Subsequent offences will be penalised with a longer ban time.
- Any previously blacklisted 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
- Devices with found with inappropriate or offensive names will be banned until the device name is appropriately changed.

## SOFTWARE

- Teachers must have the express permission of the ICT department and prior approval from their respective Head of School before installing any new programs on any AIIIC 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 firewall, 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.

## DATA RETENTION

- All staff and students are responsible for ensuring that they:
  - Store all electronically held AIIIC owned information/documents in such a way that it is backed up regularly. This can be achieved by storing data in the college-provided OneDrive facility.
  - Storing all other college related documents in the college-provided OneDrive facility as the primary storage location. Keeping a secondary backup of this data is the responsibility of the user.
  - Any data residing on local drives (e.g., laptop's hard drive) remains the responsibility of the staff who is assigned the laptop

## RESPONSIBILITIES

### School Responsibilities

AIIIC 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.
- Care of School Provided Laptops: year 2-4 charging port issue
- Ensure no personal devices are in use on campus
- Ensure there is circumventing firewalls
- Ensure basic troubleshooting: Student passwords etc
- Request loan devices
- Ensure appropriate usage and management of Classroom Projectors

## **TERMS & CONDITIONS OF USE FOR MULTI PURPOSE HALL A/V SYSTEM**

1. Staff using the MPH A/V system **must ensure** they follow the user guide available to all users [here](#).
2. Staff presenting are responsible for the A/V devices used in the MPH
3. For the sake of the next presenter/event, you are required to leave the state of the A/V technology as you found it (i.e., in the **original state**)
4. **'Original state'** of the A/V equipment means:
  - a. PA (Sound) System is turned OFF
  - b. Data Projector is turned OFF (when not in use the Data Projector **MUST** be turned OFF to ensure there is no burn out of the projection bulb)
  - c. Screen is retracted/rolled back up into its conduit (when not in use the Screen should be back in its conduit/rolled up to avoid potential damage that can occur from students on stage who may pull it/play with the screen if left down/unattended)
5. The audio room is to be kept locked after assemblies, salah and/or when not in use (key holders of the audio room are responsible for this check)
6. If in doubt, consult/call your ICT team to help you plan your delivery/presentation and/or set up (to avoid any last-minute issues)
7. ICT team, if required, will need 2-4 hours of lead time to help you set up your presentation or demonstrate the use of the MPH stage A/V technology
8. No high impact sporting activities like Football, Futsal, Basketball, Soccer, etc. inside the MPH are allowed
9. Staff allowing students to use MPH for high impact sporting activities that can potentially cause damage to lighting, speakers, Data Projector/s and Stage Screen will be responsible for any damage to equipment

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