



# HIGHVIEW COLLEGE STAFF ICT POLICY

**Person Responsible – ICT Manager OPERATIONAL**

(Reviewed in even years)

Developed by	IT Manager, Daniel Smith	2014
Updated by	IT Manager, Daniel Smith	2016
Updated by	IT Manager, David Delves	2018 / 2019

## **Introduction**

The purpose of this document is to establish Highview College expectations in an online environment as a staff member of this school. This policy covers all types of ICT resources.

## **ICT Resources Usage**

All Staff are expected to take proper care of all ICT equipment and especially the laptop provided by the school. This means keeping the laptop safe by using the protective sleeve provided and storing the charger appropriately. If your laptop is physically damaged or you lose your charger, Staff may have to pay costs plus a fee to have the damage repaired or parts replaced.

Staff use of the Highview Internet and other ICT resources will be monitored. Downloads on the school network must be education related and kept to a minimum. Repeated instances of high or inappropriate usage will be examined and there may be disciplinary action if the usage is deemed inappropriate.

## **Maintaining ICT Security**

Staff are expected to keep their passwords confidential at all times. Care should be taken to avoid getting malware or viruses on your laptop by not opening illegitimate emails or downloading content from unknown websites. If you think your password has been compromised or you have harmful programs on your computer, please report it to the IT department immediately.

## **Social Media and Cyberbullying**

Highview aims to provide a safe and inclusive environment for everyone and all forms of cyberbullying will be dealt with very seriously.

Cyber bullying includes actions such as spreading malicious rumours about a person or directly insulting them, sending cruel or harmful messages to people, disrespecting someone's privacy, posting pictures of people with derogatory comments, among other things. This applies to all forms of social media including Facebook, Twitter, Snapchat and Instagram.

Any reported instances of cyber bullying will be investigated and reported to the Principal or Board and possibly the police.

### **Responsible Use**

As safe and responsible users of Highview ICT equipment including laptops, staff will:

- a. Log onto the laptop only with their own user name and not allow anyone else to use their laptop
- b. Use ICT resources carefully as they have full access to Highview ICT resources including email both within the College and externally. External home access will, of course, be dependent on internet connections at that location and the College takes no responsibility for these provisions
- c. While using the laptop staff will not have any involvement with any ICT material or activity which might put themselves or anyone else at risk (e.g. bullying, harassment, security of personal information, etc.).
- d. Never:
  - Access or attempt to access inappropriate or objectionable material
  - Download, save or distribute such material by copying, storing, printing or showing it to other people
  - Share any inappropriate or objectionable material with others or explain to others methods of accessing such material
  - Or make any attempt to get around (bypass) security, monitoring and filtering that is in place at the College
- e. If inappropriate material is accidentally accessed, staff will:
  - Not show others
  - Report the incident immediately to the IT Staff

Any misuse of the laptop will be dealt with in accordance with the Highview College Policies and Procedures. Laptops that are misused may be re-imaged.

Staff must never download any files such as music, videos, games or programs that they have not purchased legally. This ensures the College complies with the Copyright Amendment Act 2006. Anyone who infringes copyright may be personally liable under this law. This also applies to any privately owned ICT equipment /device brought to school or a school related activity. Any images or material on such equipment or devices, must be appropriate to the College environment.

The school takes no responsibility for the safe keeping of privately owned ICT equipment brought to the school or a school related activity.

Staff must:

- seek permission before giving out any personal information (including photos) online about themselves or any other person that would identify them as representing the School. And must also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and graphics. Personal privacy is extremely important and any breach will be dealt in accordance with the Highview College Policies

- Accept that Highview College monitors all Internet, internal network traffic, email and material sent and received using the College's ICT network. Excessive use of internet downloads will be reported

Staff have local administrator account access on their laptop to install any applications or devices they legally own. Understanding that:

- Installing other applications can significantly reduce the performance of the laptop
- Highview College will not take any responsibility for personal applications, and will not guarantee that they will work on the laptop or within the College network
- One of the routine solutions for solving technical problems is to re-image the machine with the College's standard image, and the College takes no responsibility for the backup of applications or data and that the laptop will be returned to the software state in which it was provided

Take responsible general care of the laptop including:

- Charging the battery in preparation each day
- Backing up data to the College's servers or external device
- Carry the laptop in the supplied sleeve at all times, including as you move around the College, and to and from the school
- Ensuring the security and safety of all ICT equipment

Staff must take their laptop home with them every night and at weekends. Highview College takes no responsibility for laptops left at school.

Report all damage to the ICT staff immediately. It is expected that technology will be respected and looked after as if it was personal property.

Take all reasonable steps to prevent damage to the device. If the damage to the device is not covered by insurance, Staff may be required to pay for the repairs. All accidental damage may be subject to a **\$100** excess per claim with a maximum of one claim per calendar year. Repairs not covered by insurance or warranty are on a fee for service basis. If the device is damaged more than once in one calendar year, Staff may be responsible to pay the repair cost and will be notified if this occurs before repairs commence.

### **Acceptance**

It is a requirement of employment that staff abide by these ICT guidelines both inside and outside the school environment.