



## **INFORMATION COMMUNICATION TECHNOLOGY (ICT) POLICY**

**NAG 3 and 5**

**FEBRUARY 2020**

### **PURPOSES:**

To comply with the National Administrative Guidelines 1999. In particular, National Administration Guideline 3 requires the Board to implement policies which “promote high levels of staff performance and use educational resources effectively”, and National Administration Guideline 5 which requires the Board to “ensure the safety of students and employees”.

### **RELEVANT LEGISLATION:**

Films, Videos and Publications Act 1993  
Health and Safety in Employment Act.

### **POLICY:**

1. The Board of Trustees will endeavour to provide ICT equipment and information for effective curriculum delivery according to the National Curriculum through the annual budget planning.
2. The Board of Trustees will set, from time to time, expected “levels of performance” which will detail the expected performance criteria of the ICT network
3. The Board of Trustees will ensure that the components of the ICT network comply with occupational health and safety standards as outlined in relevant legislation and with published MOE ICT specification guidelines.
4. The Board of Trustees will have in place procedures to ensure the safety of staff, students and other approved users in their use of internet resources available through the ICT network.
5. The Board of Trustees will have in place procedures to ensure the security of information stored on the ICT network.
6. The Board of Trustees will have in place procedures to ensure that there is comprehensive documentation of all components of the ICT network especially any procedures relating to the safety and security of data. This documentation will include all listing of all existing hardware, cabling, software and any related IT components. It will also include specifications, location, purchase dates and serial numbers for each of these items. Passwords to access the network will be stored securely and there will be a list of which staff have access to the various levels of the network.
7. The Board will delegate oversight of the security of the network through the Principal. This delegated person responsible for network security will provide the Board with regular updates on the ICT network.

**Terms:**

“ICT Network” and “Network” refer to all the computers and related hardware and software owned or leased by the school, whether stand-alone at school or off-site, or physically connected to any of the school’s computer networks.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993 and should be read in conjunction with the Long Bay College Images and Website Policies.

<b>New/Reviewed</b>	<b>Tabled</b>	<b>Adopted</b>	<b>Signed</b>
First Draft 5/9/00, reviewed 19/9/00	Amended and tabled 3/10/00	7/11/00	By John Brockliss, Board Chairperson
Reviewed and amended 2/3/04	Tabled, amended and tabled 6/7/04	3/8/04	By Andrew Stewart, Board Chairperson
Under review 7/06	Tabled 10/06, reviewed, to be adopted 7/11/06	7/11/06	By Andrew Stewart, Board Chairperson
Under review 18/11/08	Tabled 3/2/09, amended and tabled again 5/5/09 for adoption 2/6/09	2/6/09	By Richard Griffin, Board Chairperson
Under review 21/6/11		8/11/2011	By Rob Gosling, Board Chairperson
Under review 22/10/13	12/11/13	3/12/13	By Robyn van der Sande, Board Chairperson
Under review 11/8/2016	6/12/16	6/12/16	By Robyn van der Sande, Board Chairperson
Under review 3/12/19	3/12/2019	4/2/2020	By Kevin de Jong, Board Chairperson



## **LONG BAY COLLEGE INFORMATION COMMUNICATION TECHNOLOGY (ICT) POLICY**

### **PROCEDURES**

#### GENERAL PROCEDURES

Please refer the Long Bay College Cybersafety Use Agreement for all Students and Staff for specific details about appropriate use of the ICT network and resources.

#### Board of Trustees

1. The Board of Trustees will plan and budget annually a programme to maintain and continually develop the ICT network and resources of the school.
2. The Board of Trustees will from time to time specify the levels of performance it expects from the ICT network and resources.

#### ICT Committee

3. The ICT Committee, through regularly scheduled meetings, will have the general oversight of the day to day administration of the ICT computer network and resources, including all documentation and network security.
4. This committee will comprise of the principal, the Senior Manager with ICT responsibilities, the Business Manager, a staff representative and any other personnel that may be deemed appropriate.

#### Staff (professional and administrative)

5. All staff (including relievers and teacher trainees) will be provided with a copy of the Long Bay College Cybersafety Use Agreement for all Students and Staff and will sign the Staff Cybersafety Use Agreement Form before they are granted access to the ICT network.
6. Staff members will report as soon as practicable any inappropriate use of the ICT network as specified in the Cybersafety Use Agreement

#### Students and other persons

7. All students will be provided with a copy of the Long Bay College Cybersafety Use Agreement for all Students and Staff when they enroll and will sign the Staff Cybersafety Use Agreement Form before they are granted access to the ICT network.
8. Administration staff will enter each student's signed and Cybersafety Use Agreement in the school's student record database.



## EMAIL PROCEDURES (Refer to Communications Procedure)

### BEST PRACTICES

Long Bay College considers email as an important means of communication and recognises the importance of appropriate email content and prompt replies in conveying a professional image and delivering good service. Therefore Long Bay College wishes all staff to adhere to the following guidelines:

- **Writing emails for an external audience:**
  - Be aware that any email you send may come into the public domain, therefore you must give careful consideration to the content, tone and phrasing of your email. If at all uncertain get someone else to read it before you send it.
  - Consider if a formal letter would be more appropriate.
  - Write well-structured emails and use short, descriptive subjects.
  - Long Bay College's email style is professional. Sentences can be short and to the point. You can start your e-mail with 'Dear', and the name of the person. Messages can be ended with 'Kind Regards'. The use of Internet abbreviations and characters such as smileys however, is not encouraged.
  - Always include your official school email signature and disclaimer.
  - Use the spell checker before you send out an email.
  - Do not send unnecessary attachments. Compress attachments larger than 200K before sending them.
  - Do not write emails in capitals.
  - Do not use cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying a mail to him/her and knows what action, if any, to take.
  - If you forward mails, state clearly what action you expect the recipient to take.
  - Only mark emails as important if they really are important.
  
- **It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your Cybersafety Manager.**
  
- **Replying to emails:**
  - Endeavour to answer emails within one working day, but sometimes it is more important to allow time to reflect, consider and seek advice if needed, before composing that reply.
  
- **Maintenance:**
  - Delete any email messages that you do not need to have a copy of. Mail box sizes are restricted so you need to be selective in what you retain in your inbox.

Continued /...

## **PERSONAL USE**

Although Long Bay College's email system is meant for school use, Long Bay College allows the reasonable use of email for personal use if certain guidelines are adhered to:

- Personal use of email should not interfere with work.
- Personal emails must also adhere to the guidelines in this policy.
- The forwarding of chain letters, junk mail, jokes and executables is discouraged.
- Do not send mass mailings.
- Be aware that all messages distributed via the school's email system, even personal emails, are Long Bay College's property.

## **DISCLAIMER**

The following disclaimer will be added to each outgoing email:

'This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of Long Bay College. Long Bay College does not accept any liability for changes made to this email or attachments after sending. All emails have been scanned for viruses by Etrust.

## **SYSTEM MONITORING**

You must have no expectation of privacy in anything you create, store, send or receive on Long Bay College's computer system. Your emails can be monitored without prior notification if Long Bay College deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy Long Bay College reserves the right to take appropriate action. Should you be absent for a significant period your mailbox may be diverted to your manager so that 'work' can proceed. This is a health and safety matter and is important for the educational well-being of our students.

## **EMAIL ACCOUNTS**

All email accounts maintained on our email systems are property of Long Bay College. Network passwords should not be given to other people and should be changed once a term. Email accounts will be deleted when a staff member leaves.