

The Avenue School

Policy & Procedure Document

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| Policy number | 4.13 | Version | 1.0 |
| Drafted by | J. Claringbold | Approved by Board on | 25/06/2024 |
| Responsible person | Principal | Scheduled review date | 25/06/2027 |
| Policy Area | Student Welfare | | |

Title: Information and Communication Technology (ICT)

Purpose

This policy and procedure outline the expectations and requirements for staff when using ICT at The Avenue School.

Policy

Computers and the internet provide opportunities to assist employees in discharging their duties and enhance students' learning experience and engagement.

The Avenue School computers and internet resources are intended for work-related activities and research. We expect all users accessing computer facilities at The Avenue School or owned by The Avenue School, to do so in a responsible, ethical and lawful manner.

The Avenue School is the owner of, and asserts copyright over, all electronic communications created by employees as part of their employment and sent through The Avenue School Information and Communication Technology (ICT).

This policy applies to all users of The Avenue School computing systems and facilities, including staff, volunteers, Board members and contractors.

The following outlines acceptable standards for the use of The Avenue School computing systems, facilities and related stored information, include:

- Acceptable use of computers, Internet, email and social networking sites.
- Access to computer files.
- Maintenance of computer systems.
- File management and storage.

Use of computers- software

All users of ICT at the school are required to comply with the licence agreements associated with the software products and to respect the licence agreement of the software developer.

The following procedures must be followed:

Copies must not be made or modified of copyrighted software, except to the extent permitted in the licence agreement.

Individuals may not download and/or use personally acquired software, public domain software, electronic bulletin boards or shareware without prior approval from the Principal who may seek advice from The Avenue School ICT support services.

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Acquisition of software packages must be approved by the Principal.

Use of Email

E-mail correspondence, at all times, will be professional in tone. Abusive, fraudulent, harassing or obscene messages and/or materials shall not be sent from, to, or stored on The Avenue School systems. At all times, generally accepted standards of e-mail etiquette are expected.

- All staff and volunteers at The Avenue School will be issued with a domain email address as applicable.
- The Avenue School staff must use their school email for school related activities.
- Making copies of system files for personal use or to provide to someone external to the school is not permitted.
- Individuals are not to share accounts or passwords except when specifically delegated (e.g. an absence).
- Individuals shall not purposely engage in activity with the intent to circumvent security measures or gain access to school systems for which proper authorisation has not been given.
- All e-mail correspondence should be treated with the same care and diligence applied to hardcopy documentation.

Use of the internet

The Internet's primary use at The Avenue School is for education, research, communication and administration as applicable to the school's business. Internet activity will be conducted in such manner that public confidence and trust in the integrity, objectivity and professionalism of the school is preserved.

- No school information shall be made available for public access without the approval of the Principal.
- Non work-related activity on the Internet, including e-mail and the use of social networking sites such as Facebook, shall be conducted on an individual's own time, outside of regular hours of work. During this time, these guidelines remain in force.
- Under no circumstances is it appropriate, at any time, to peruse inappropriate web sites, post inappropriate messages, or send inappropriate e-mail correspondence including but not limited to, content that is not in keeping with the school's values or philosophy such as advocating illegal, racist, sexist, pornographic or other discriminatory material.
- Where, for the legitimate research purposes, a user wishes to access a site or deal with a subject that may be considered prohibited, it must be discussed in advance, and approved, by the Principal.
- The Avenue School reserves the right to monitor computer activities, including Internet usage.

Social Networking sites: The Avenue School staff members are cautioned about posting messages or information that refer to the school or to school related matters or fellow colleagues on social networking sites that may not be appropriate, or which may be deemed offensive or constitute bullying or harassment.

Access to Computer Files: The Avenue School staff members issued with a computer log in and password must not share the details with anyone, either internal or external to the school. If a password has been compromised it must be reset. In these circumstances ICT support should be contacted to facilitate this.

Maintenance of Computer Systems: All necessary precautions are to be taken to protect the organization from computer failure, such as virus control measures, regular maintenance and

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updating of all computer hardware and software. All reasonable security measures are to be taken to ensure the safety of computer and associated equipment. The Avenue School has a service agreement comprising IT support services to ensure the safety and security of all electronic files.

Security: The Avenue School is registered with the Government endorsed advisory system Stay Smart Online and receives security alerts which are forwarded to staff as applicable. Security breaches must be reported immediately to the Principal.

The Avenue School Staff must be mindful of the following security measures:

- Passwords are the first line of defence against cybercriminals. Make sure you use a different and [strong password](#) on all of your accounts. Add an extra layer of security with [two-factor authentication](#).
- Phishing are fake messages that try to trick you into giving out your personal or financial details. If you receive a suspicious message, do not click on any links or open any attachments. Always think before you click.
- Updating your software is one of the easiest ways to protect yourself online. These updates add new features, install bug fixes and fix security holes that could let cybercriminals in. Install [software updates](#) as soon as they become available. Better yet, set your system to auto-update.
- When using school IT equipment off site be wary when using [public Wi-Fi](#). Without the right protection, cybercriminals could see your information, so don't do online banking, online shopping or send sensitive information.

Guidelines for teachers monitoring students use of computers and the internet in the classroom:

Computers and the internet provide opportunities to enhance students' learning experience and engagement. The Avenue School computers and internet resources are intended for learning and research. Responsible use of these resources by students, with guidance from teaching staff, ensures a secure and safe learning environment.

The Avenue School expects all students to use the internet responsibly, efficiently, ethically and legally. Internet access is available during class hours for students to develop their learning.

Upon enrolment students sign the "Acceptable Use of the Internet Agreement" alongside the "Student Code of Conduct" in which students agree to abide by the following rules:

1. Use the internet for study and learning as directed by the teacher and for the purposes of meeting course learning requirements.
2. Stay within the law and use the internet legally within relevant law. Laws about the internet may focus on these areas: copyright, spam, privacy, discrimination, telecommunications, broadcasting, criminal law, freedom of information, human rights and equal opportunity.
3. Never steal other people's work. Use the internet in a manner that does not infringe copyright; including not distributing, sharing, content (such as music and other audio materials and video materials) or software.
4. Never steal anyone's identity. Do not intentionally use another person's credentials or impersonate or falsely represent yourself as another user.
5. Never betray other people's confidence or secrets or privacy. Do not intentionally breach, through the use of the internet, the confidential information of other people.
6. Treat other people ethically and with respect. Don't harass people. Don't bully, threaten, defame, vilify or sexually harass them.
7. Keep it clean - stay away from any kind of obscene material. Don't use the internet to

create, transmit, access, look for, publish or store electronic material that is obscene according to law.

8. Handle all equipment with care. Notify your teacher if any damage occurs, or if something needs attention.
9. Do not install any software without permission.

The misuse of internet and computer equipment may result in disciplinary action in accordance with the Student Behaviour Management policy.

Teaching and Support Staff Responsibilities

Teachers will ensure that:

- Any problems with computers are reported to reception.
- Any student found accessing any material that is fraudulent, discriminatory, threatening, bullying, racist, sexually explicit or otherwise inappropriate or unlawful are reported to the Principal.
- Anyone found performing malicious activities are reported to the Principal.
- Anyone found wilfully damaging computer or computer related equipment, are reported to the Principal.

Associated documents:

For students:

- Internet and ICT Agreement
- Online Safety Policy