



### Purposes

1. To ensure that ICT devices provided and owned by Allandale School are being used responsibly.

### Guidelines

This policy addresses teachers' and students' use of ICT equipment supplied by or through the school. It applies to the use of such devices at school and at home.

### UNDER THIS POLICY STAFF AGREE TO

1. Use ICT devices in a responsible manner and not permit it to be used by anyone unless they are authorized to do so. Students may only use ICT devices under direct teacher supervision.
2. Use ICT devices for school related activities and keep within the limited level of use allowed for personal purposes.
3. Avoid engaging in any unreasonable activity, including any that:
  - affects the cybersafety of the school learning environment
  - affects the ability of other staff to meet their obligations to the school
  - is for personal profit
  - is for political reasons
  - brings the school into disrepute
  - causes harassment or offence to others
  - incurs unreasonable cost
  - breaches NZ laws - including involvement with illegal (objectionable) material
  - overloads shared systems by sending or receiving excessive amounts of material.
4. Observe high ethical standards in ICT device use and not access or store any information, files or software that do not meet such high ethical standards. Inappropriate material includes, but is not limited to, offensive material, viruses, virus hoaxes, chain letters.
5. Use the internet and email in an appropriate manner and avoid use that would be considered misconduct. This includes:
  - accessing material of an offensive nature, such as pornographic images
  - accessing illegal (objectionable) material. Involvement in this will need to be reported to law enforcement.
  - carrying out gambling or trading activity
  - possessing for intentional viewing, material of an offensive or defamatory nature
  - 'hacking' or carrying out malicious attacks on electronic systems, including deliberately introducing a virus
  - any activity that would constitute breaking any school policy
  - using another teacher's email account to send messages, or using false identification on any internet service
  - any activity that would be considered harassment, including sending offensive material and repeated unsolicited email.
6. Respect the copyright on software, music, images, text, etc., by not making unauthorized copies of copyrighted material or loading unauthorized copies of copyrighted material onto your laptop.

### CROSS REFERENCES

Personnel Policy