Tarremah Steiner School

Staff ICT Acceptable Use Policy

2015

Tarremah’s computers, network and Internet services are provided for educational, communication and research purposes for all members of the School community. The use of the School’s network and ICT facilities is implicit in the School’s Code of Conduct and within the School’s curriculum guidelines.

All teaching staff have a responsibility to:

• ensure that students have clearly-defined tasks for using online services and resources
• provide appropriate levels of supervision
• educate students about intellectual property and copyright laws
• promote an ethical understanding of plagiarism
• educate students in information literacy including evaluating, verifying and citing online sources.

The Internet is a powerful resource in the School’s teaching and learning program, and use of the Internet, the School network and all equipment at Tarremah Steiner School is subject to certain guidelines. These guidelines apply to all staff users of the Tarremah Steiner School network, regardless of work location or resources, for example:

• publishing and browsing on the Internet
• downloading or accessing files from the Internet or other electronic sources
• email
• electronic bulletins/notice boards
• weblogs (‘blogs’)
• social networking
• file transfer, storage and sharing
• video conferencing
• streaming media
• instant messaging
• online discussion groups and chat facilities
• subscriptions to list servers, mailing lists or other like services
• copying, saving or distributing files
• viewing material electronically, and
• printing material.

1. Staff responsibilities

Staff have responsibility for their own personal use of the School’s facilities as well as a supervisory role in overseeing the ICT practices of students. Areas of responsibility include

• hardware and equipment, including portable plug-in devices
Staff have a legal duty of care for students in their use of ICT. Students using the Internet must be monitored and supervised at all times to ensure that purpose and content are appropriate. According to the Broadcasting Services Act (Online Services) 1999, students under the age of 18 can access material on the Internet only with the consent of a parent, teacher or other responsible adult.

Inappropriate use must be reported to the e-Learning Facilitator so that consequences may be set in place.

2. Ethical standards

Staff should act in a responsible, ethical and legal manner, especially with regard to the following:

- at all times using ICTs with integrity, transparency, professionalism and responsibility
- respecting and maintaining the law and ethical issues such as copyright and intellectual ownership, especially in relation to downloading and copying material
- maintaining confidentiality of usernames and passwords
- respecting the privacy of other users
- downloading and uploading only appropriate materials
- reporting to the e-Learning Facilitator any incidences of inappropriate use by students or staff
- reporting to the e-Learning Facilitator any access, even if accidental, to inappropriate sites by students or staff
- avoiding large data downloads
- using group email only for official school communication and dissemination of professional information
- printing only as necessary
- using only appropriate language and conventions when communicating on the School network
- supporting and maintaining the ethos, leadership, collegial practice and procedures of the School through the use of the School’s computer facilities.

Non-compliance with this Policy is regarded as a serious matter and appropriate action may be taken by the School as a result. Alleged inappropriate use of the Internet will be reviewed on a case by case basis and may lead to disciplinary action using the procedures presented in relevant workplace Agreements and Awards.

3. Educational purpose

The School’s facilities are provided for educational use, specifically to support students’ educational programs and staff professional learning.
Facilities should not be used for commercial or political purposes, or to transmit, store or display any material which others might find offensive or which contravenes the law. Staff are expected to keep personal use to a minimum.

Neither the School's computer facilities nor any Internet-based forum are to be used for any form of personal grievance against the School or any of its employees.

Games and social networking or chat sites should not be accessed by staff for personal use during the school day. Chain emails and other junk mail should also be avoided.

4. Care of the School’s equipment

Though all School equipment is covered by warranty and insurance while on the School’s premises, the responsibility for care of equipment is a shared one. Staff have a responsibility to ensure that students under their supervision use the School’s ICT resources with care. In particular, the movement of laptops around the School campus should be diligently supervised by teachers.

5. Use of the Internet

All Internet use is monitored. The School has facilities to manage Internet use by all members of the School community. Internet filtering is in place to exclude inappropriate content, and a detailed record is kept of all student and staff activity. Students should receive a warning if they attempt to access sites which are inappropriate. Limits may also be placed on file storage and download size and speed.

All activity and files stored on the School network may be viewed by the e-Learning Facilitator and the ICT Manager, who will take any necessary action in relation to student or staff misuse.

Staff should be aware that others may have due cause to access information store anywhere on school equipment, for example
- if access is needed to working files during a staff member’s absence; or
- if there is suspicion of unethical or unlawful activity using school resources.

Managers who, in the course of their work, have access to records, files or data belonging to others will take reasonable precautions not to invade the privacy of any individual, and will not disclose any relevant information to others.

6. Cybersafety

Staff are expected to ensure that they, as well as students, act responsibly in relation to their safety and security by:
- securing their own username and password
- logging out of the network when finished
- protecting their personal details
- showing moderate, appropriate use of social networking sites
- not engaging in any form of bullying or harassment using computers
• reporting to the e-Learning Facilitator any known incidents of cyberbullying.

Staff have a professional duty of care to ensure that students operate in the Internet environment with due regard for the safety and privacy of the School and of themselves as individuals.

7. Personal portable plug-in devices

The guidelines for computer use at Tarremah apply to all personal items of hardware used at school, including portable plug-in devices owned or used by students and staff.

8. Use and security of School information

The Tarremah Times, handbooks, all staff emails and other electronic and written publications are means of communication between members of the School community. Staff members are expected to be familiar with their content as appropriate to the responsibilities of their position and to act on any relevant pieces of information. Notices should be read and acted on in a timely manner.

Staff are required to
• share information about students, other staff or school business only on a need to know basis
• maintain the integrity and security of all official information in compliance with privacy legislation
• maintain the integrity and security of all official documents for which they are responsible or to which they have access, including class lists, addresses, medical information and other electronically stored information. Particular care should be taken with information and/or documents dealing with student welfare, student performance and staff records.

All such private, personal and confidential information is to be returned to the School when leaving the employ of the School.

Staff members are required to assist with the security of School property and premises and to ensure that suitable arrangements are in place to maintain the security of confidential and sensitive electronic documents.

I have read and accept the Tarremah Steiner School Staff ICT Acceptable Use Policy.

Name...........................................................................................................

Signature................................................................................................. Date..............................................